

Verification Review

ONLINE COURSE

Revised September 2021

Professional Standards Learning Code: 3110





Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP)**. All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: Online Course: Verification Review

Key Area: 3000 – Administration

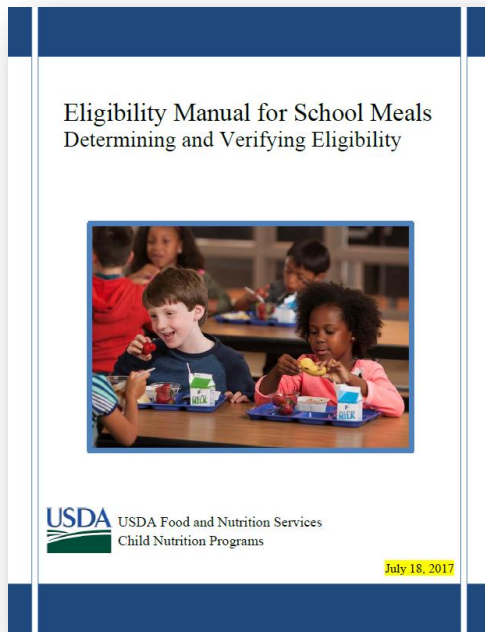
Learning Codes: 3110

Length: 2 hours

Objectives

At the end of this training, attendees should be able to:

- understand the USDA requirements for ADE's oversight of the verification process;
- understand the details of each phase of verification in order to successfully complete all necessary actions;
- be familiar with the verification timeline to ensure compliance with all deadlines; and
- be prepared to submit the Verification Summary Report (VSR) through ADEConnect.



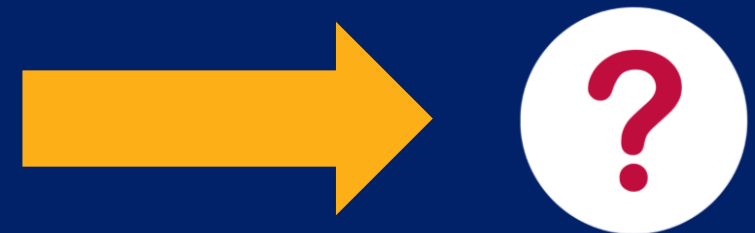
The instruction within this *Online Course* is based on guidance from USDA's *Eligibility Manual For School Meals, 2017*.

Verification information can be found on pages 97-118.

It is recommended to review this manual in addition to taking this course for complete guidance on processing household applications. Click [here](#) to access the manual.



- Throughout this course, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



Online Course: Verification Review

This online course will review:

Introduction to Verification	Slides 7-20
Phase 1: Prepare for Verification	Slides 22-32
Phase 2: Calculate & Select Applications	Slides 33-65
Phase 3: Verify Selected Applications	Slides 66-103
Phase 4: Submit the Verification Summary Report	Slides 104-121
Additional Guidance Information	Slide 122
Professional Standards & Certificate	Slides 123-124

Introduction to Verification



Introduction

What is Verification?

Verification is the process of confirming eligibility for free and reduced-price meals.

Verification is only required when eligibility is determined through the household application process, not through direct certification.

Introduction

What is Verification?

All year, completed household applications are approved at face value.

A small sample of household applications are selected for verification, and documentation is requested from the household to verify that the information on the application is accurately reported.

The following are subject to verification:

- Case number applications
- Foster applications
- Income applications (free)
- Income applications (reduced)

The image shows a sample of the '2020-2021 Application for Free and Reduced Price School Meals' form. The form is divided into several sections: STEP 1: Family Information, STEP 2: Do any household members (including you) currently participate in one or more of the following assistance programs? (SNAP, TANF, or FDSNBT), STEP 3: Report Income for ALL Household Members, and STEP 4: Certified Information and Adult Signature. The form includes various checkboxes, tables for reporting income, and signature lines for the applicant and a certifying official.

ADE Household Application for Free and Reduced-Price Meals

Introduction

Why is verification important?

Checks and balances:

- Since applications are approved at face value, the NSLP must have a system to support the accuracy of self-reported data from the households.
- If the documentation provided from the household matches their household application, it supports that self-reported data **does** ensure free and reduced-price meals are provided only to eligible children.

Introduction

Ameliorative Action

Because the purpose of verification is to ensure that the information provided on the household applications is accurate, USDA requires ADE to analyze the results of verification each year. This analysis looks at which SFAs submitted the report with errors and/or had high numbers of applications change or terminate eligibility status due to the verification process (“high change/termination rate”).

USDA requires each State agency to create an Ameliorative Action Plan to provide heavy oversight and technical assistance for SFAs that had a high change/termination rate for verification. The intent of Ameliorative Action is to improve the accuracy of the information that is provided on applications, as well as improve the timeliness and accuracy of data in the VSR.

Introduction

Ameliorative Action

ADE complies with USDA's requirement by providing training and technical assistance to SFAs who have been placed on the Ameliorative Action Plan based on the previous year's verification reporting.

SFAs are placed on the Ameliorative Action Plan if they meet *one or more* of the following criteria:

1. Had a high termination/change rate
2. Did not submit the report by February 1st
3. Verification activities were not completed by November 15th
4. Incorrect sampling method chosen
5. Selected an incorrect sample size

SFAs will be notified via memo if they are placed on the Ameliorative Action Plan.

True or false: All applications on file need to be verified.

- A. True
- B. False



True or false: All applications on file need to be verified.

- A. True
- B. False**

Only a small sample of the household applications are selected for verification. This sample includes case number, foster, and free and reduced household applications.



Which of the following criteria will place an SFA on the Ameliorative Action Plan?
Select all that apply.

- A. Had a high termination/change rate
- B. Did not submit the report by February 1st
- C. Verification activities were not completed by November 15th
- D. Incorrect sampling method chosen
- E. Selected an incorrect sample size



Which of the following criteria will place an SFA on the Ameliorative Action Plan?
Select all that apply.

- A. Had a high termination/change rate**
- B. Did not submit the report by February 1st**
- C. Verification activities were not completed by November 15th**
- D. Incorrect sampling method chosen**
- E. Selected an incorrect sample size**

USDA requires ADE to provide heavy oversight and technical assistance for SFAs who met one or more of these criteria based on the previous year's VSR submission.



Introduction

Verification Phases

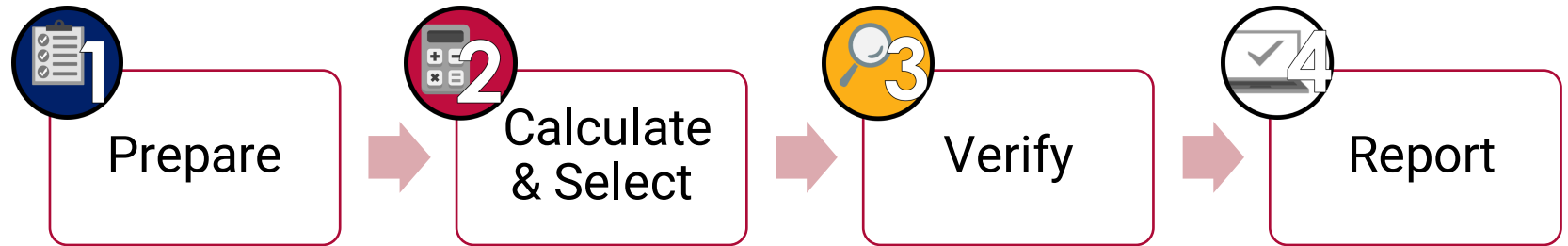
The verification process has four phases, with each phase having an individual timeline.

- Phase 1: Prepare
- Phase 2: Calculate and Select
- Phase 3: Verify
- Phase 4: Report



Introduction

Verification Phases



Phase 1: Prepare

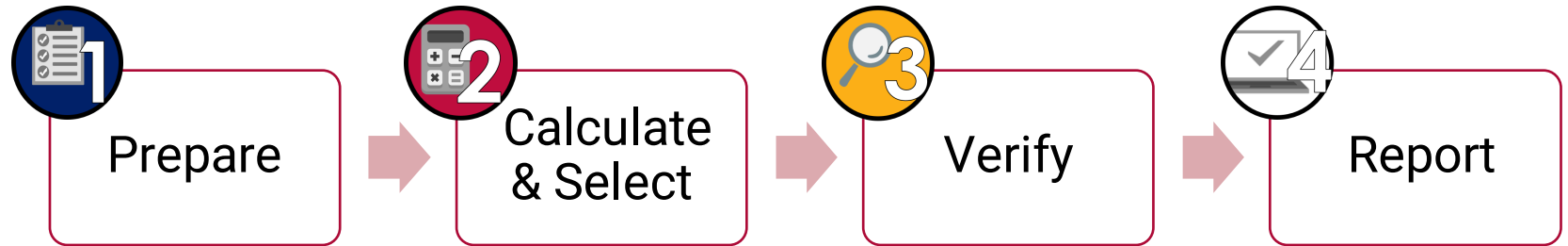
- In this phase, organize all approved applications.

Phase 2: Calculate and Select

- In this phase, determine and select how many applications will be verified.

Introduction

Verification Phases



Phase 3: Verify

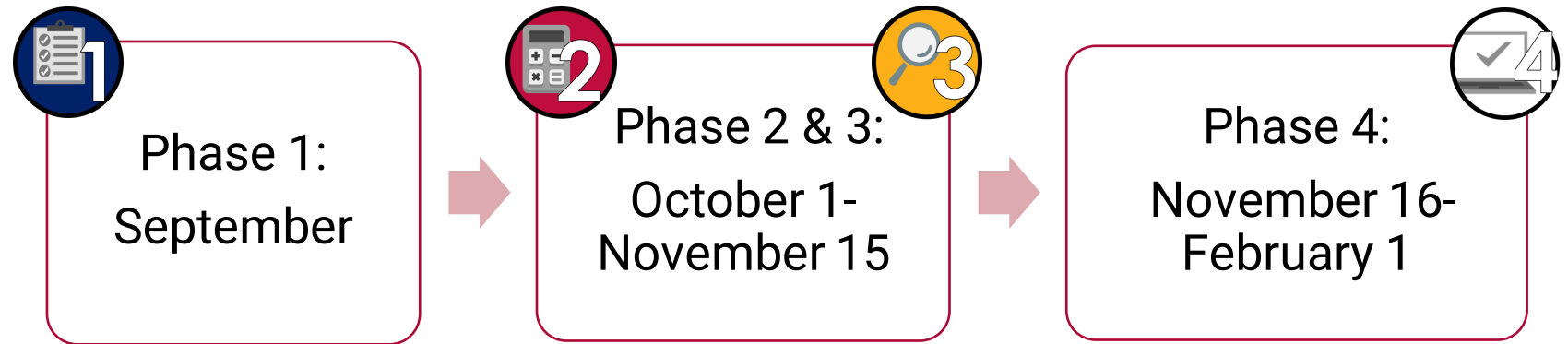
- In this phase, perform the process of verification, including conducting direct verification on the selected applications and contacting the households not directly verified.

Phase 4: Report

- In this phase, log into ADEConnect to submit the Verification Summary Report in CNP Verification Reporting.

Introduction

Verification Timeline



Verification phases begin on September 1st and end on February 1st.

- There are multiple deadlines throughout the verification process that will be explained in this training.
- Please note that if a due date for verification falls on a weekend or holiday, the due date will be extended to the following business day.

Introduction

Verification Best Practices Calendar

Follow along with the verification process and stay on track with every task and deadline with ADE's [Verification Best Practices Calendar](#)!

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2021-2022	
<div>1 PHASE 1: Prepare September – October 1</div> <div>Study up on Verification<ul style="list-style-type: none"><input type="checkbox"/> Attend the Verification Review for School Year 2021-2022 webinar.<input type="checkbox"/> Review the Online Course: Verification Review.<input type="checkbox"/> Review the USDA Student Eligibility Manual for School Meals (Section 6 begins Verification guidance).PREPARE<ul style="list-style-type: none"><input type="checkbox"/> Complete/Review the Student Eligibility Checklist and Why the BID is Important.<input type="checkbox"/> Conduct Direct Certification again (best to find all matches before Verification).<input type="checkbox"/> Use Verification Counting Cheat Sheet and count number of paper applications on file as of October 1:<ul style="list-style-type: none"><input type="checkbox"/> Categorically free applications (Case number, Foster)<input type="checkbox"/> Free by income applications<input type="checkbox"/> Reduced by income applications<input type="checkbox"/> Did NOT count any applications for students that were directly certified<input type="checkbox"/> Did NOT count any applications that have been copied<input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc.)<input type="checkbox"/> Count the number of error prone applications on file as of October 1.<p><i>*If you need assistance with calculating how many applications should be verified, email ContactHNS@azed.gov to reach a Health and Nutrition Services Specialist.</i></p></div>	<div>2 PHASE 2: Calculate and Select Applications Starts October 1</div> <div>CALCULATE<ul style="list-style-type: none"><input type="checkbox"/> Review the Verification Non-Response Rate Report<ul style="list-style-type: none">• If your LEA is highlighted in green, you can use any sampling method (Standard, Alternate 1, or Alternate 2).• If your LEA is not highlighted in green, (no highlight or yellow), must use Standard sampling method.<input type="checkbox"/> Does your LEA qualify for use of an alternative sample size (green)? _____ (yes or no)<input type="checkbox"/> Choose sampling method (Circle the method you plan to use):<ul style="list-style-type: none">• Standard or Alternate 1 or Alternate 2<input type="checkbox"/> Use the Verification Sample Size Calculator in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size).SELECT APPLICATIONS<ul style="list-style-type: none"><input type="checkbox"/> Randomly select the correct number of applications provided by the ADE Verification Calculator.<input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2).</div>
<div>3 PHASE 3: Verify October – November 15</div> <div>VERIFICATION ACTIVITIES: October 1–November 15<ul style="list-style-type: none"><input type="checkbox"/> Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.<ul style="list-style-type: none">• Conduct Confirmation Review.• Run Direct Verification.• If household is not verified in Direct Verification, send a Notice of Verification (English/Spanish) to household, review documentation submitted by household and send a Letter of Verification Results (English/Spanish).• Utilize the Sources of Acceptable Income Documentation (English/Spanish) when reviewing documentation submitted by household.<input type="checkbox"/> Count the number of students on file as of October 31 (November 1 for SY 21-22):<ul style="list-style-type: none"><input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with SNAP<input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with TANF<input type="checkbox"/> Students and extended household members directly certified through CNP Direct Certification with FDIPIR<input type="checkbox"/> Students directly certified as homeless, migrant, runaway, Head Start, or Foster<input type="checkbox"/> Students free due to a case number or foster application<input type="checkbox"/> Students free by income applications<input type="checkbox"/> Students reduced by income applications</div>	<div>4 PHASE 4: Report November 16 – February 1</div> <div>END OF VERIFICATION: November 15<p>All Verification Activities must be completed.</p><p>Verification is complete when:</p><ul style="list-style-type: none">• Household is verified in direct verification.• Household responded, LEA received documentation that confirmed eligibility.• The household indicates, verbally or in writing, that it no longer wishes to be certified as eligible for free or reduced-price meal benefits, and Letter of Verification Results is sent.• Household responded, received documentation that changed. Verification is complete when Letter of Verification Results is <u>sent</u> to household.• Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household.REPORT<ul style="list-style-type: none"><input type="checkbox"/> Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.<input type="checkbox"/> Begin Verification Summary Report in ADEConnect.<input type="checkbox"/> Submit Verification Summary Report to ADE no later than February 1.<p><i>*If you need assistance submitting your Verification Summary Report, training will be available virtually in the form of webinars and/or one-on-one meetings with a Health and Nutrition Services Specialist.</i></p></div>

Verification | Revised September 2021 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 1: Prepare for Verification

September – October 1



Phase 1

Phase 1: Prepare for Verification

During Phase 1, SFAs will:

- Count the total number of applications on file
- Count and categorize applications by case number, foster, free by income, and reduced by income
- Complete best practices shared throughout this training to ensure the correct number of applications are chosen for verification



Phase 1

Best Practice: *Student Eligibility Checklist*

Before counting the number of applications on file, it is recommended that ADE's [Student Eligibility Checklist](#) is completed.

- If you have questions on this checklist, please contact your assigned specialist.

Verification Phase 1: Prepare

Student Eligibility Checklist

Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.

1. At least one person in our organization has access to ADEConnect and can use CNP Direct Certification/Direct Verification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Ran CNP Direct Certification for our entire enrollment. Search method used: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDPPIR.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our site did not extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Printed or saved the CNP Direct Certification Match results.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Reviewed Notice to Provider document that was submitted for Foster children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Reviewed documentation submitted for children from a liaison for homeless, migrant or runaway status.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Reviewed SNAP, TANF and/or FDPPIR letters submitted by the household for children receiving assistance programs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Processed all applications checking for completeness:			
a. We utilized a date stamp to indicate when applications were received.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPPIR based on Indian Tribal Organizations).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. We ensured the total household members box was filled out and that there was Social Security Number information on all income applications.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. We ensured all applications contained an adult signature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. We marked which applications were error-prone.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Entered all case numbers listed on case number applications through CNP Direct Certification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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Phase 1

Best Practice: Conduct Direct Certification

To potentially reduce the total number of applications on file, it is best practice to conduct direct certification (DC) on or close to October 1 (the beginning of Phase 2).

- A household application will not be subject to verification if a student is a match in DC. These applications would be removed prior to determining the verification sample size.
- The Benefit Issuance Document (BID) needs to be updated after new matches in DC have been identified in order to reflect the most up to date information.
- Remember to also search the case numbers on the case number applications! If the case numbers match in DC, those applications are no longer subject to verification and those students become directly certified.

Please note that case numbers that do not match in DC are still free applications that are subject to verification, as long as the case numbers appear to be valid.

What best practices should be completed during Phase 1 of Verification?

- A. Print the tracking form, contact the households and conduct verification.
- B. Complete the *Student Eligibility Checklist*, conduct direct certification and organize all of your applications.
- C. Count all the students, contact every household and submit the online report.



What best practices should be completed during Phase 1 of Verification?

- A. Print the tracking form, contact the households and conduct verification.
- B. Complete the *Student Eligibility Checklist*, conduct direct certification and organize all of your applications.**
- C. Count all the students, contact every household and submit the online report.

By completing the *Student Eligibility Checklist*, conducting Direct Certification and organizing the applications, LEAs are ensuring that they are able to get the correct application count required for verification.



Phase 1

Count Your Applications

Determine the number of applications on file as of October 1 after DC has been conducted.

Remember that not all applications are subject to verification. Use ADE's [Verification Counting Cheat Sheet](#) to help you identify which applications are subject to verification.

Please note: You are counting *applications*, not *students*.

Verification Phase 1: Prepare					
Verification Counting Sheet					
Use this form to help you count the applications that are subject to Verification.					
	Case # Application	Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications		Free	✓		✓
	Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
	Foster Box checked	Free			✓
	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		✓	
	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓	✓	
	*If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.				

Phase 1

Subject to Verification

Refer to the chart below to identify which applications *are* subject to verification.

Applications	Meal Benefits	Subject to Verification
Case Number Application	Free	Yes
Foster Application	Free	Yes
Income Application	Free	Yes
Income Application	Reduced	Yes

Phase 1

Not Subject to Verification

Refer to the chart below to identify which applications and students *are not* subject to verification.

Other Cases & Acceptable Documentation	Meal Benefits	Subject to Verification
Income Application	Paid	No
Any disregarded applications due to the student(s) matching in DC	Free	No
Students who have matched in DC	Free	No
Students confirmed by their Homeless/Migrant/Runaway liaison	Free	No
Students with a Notice to Provider (Foster)	Free	No
Students enrolled in Head Start/Even Start	Free	No
Students with a TANF/FDPIR Agency Letter	Free	No
Students with a SNAP Agency Letter	Free	No

Which of the following is not subject to verification?

- A. Household application certified for reduced-price.
- B. A free household income application with a household containing three members. On 8/17, one student matched in DC and the other student did not match.
- C. Household application certified for free based on a case number.



Which of the following is not subject to verification?

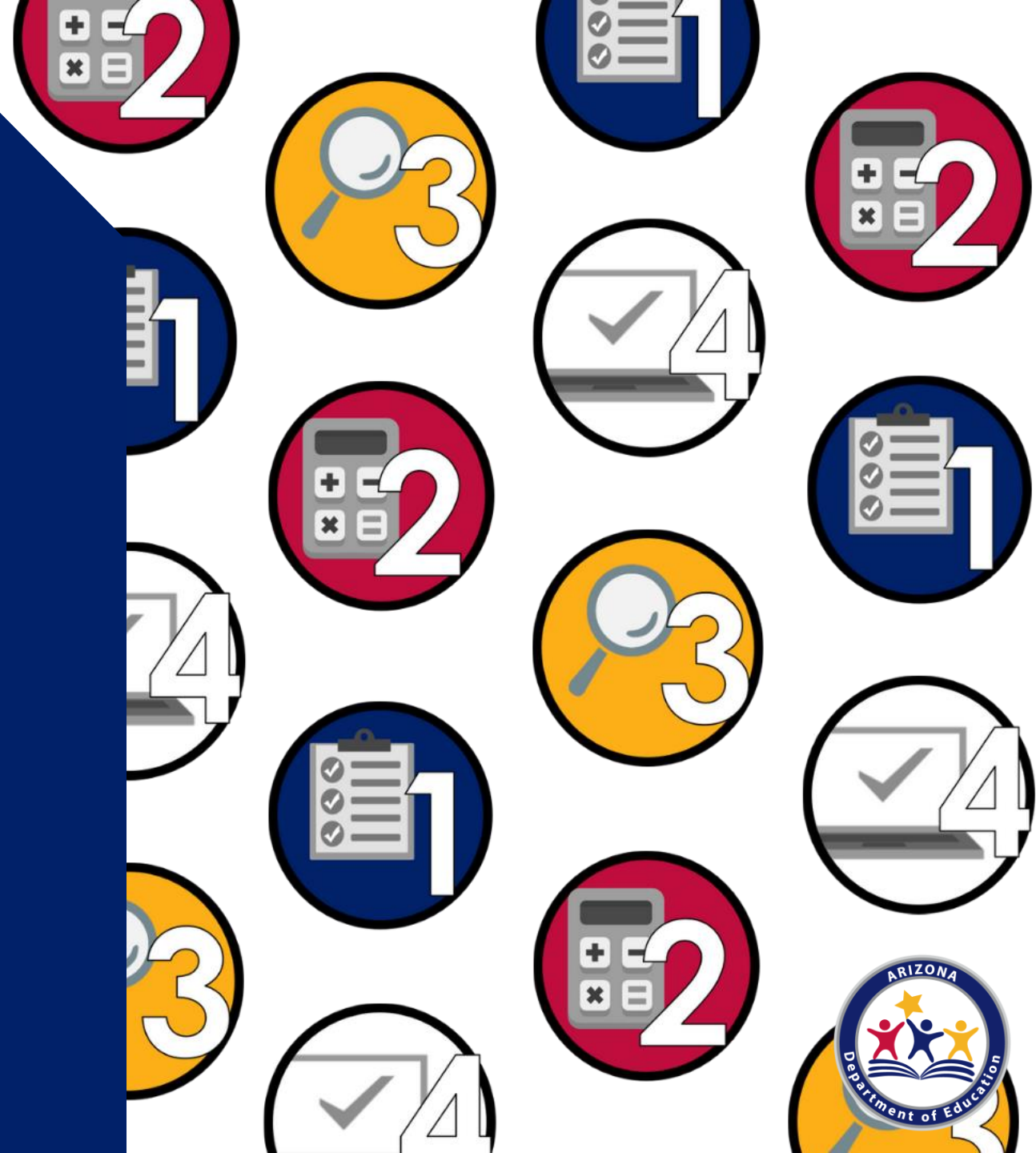
- A. Household application certified for reduced-price.
- B. A free household income application with a household containing three members. On 8/17, one student matched in DC and the other student did not match.**
- C. Household application certified for free based on a case number.

Anytime a student is a match in SNAP, TANF, or FDPIR, all students in the household are directly certified. Any students who are directly certified are not subject to verification, even if the household turns in an application.



Phase 2: Calculate & Select Applications

Begins October 1



Phase 2

Phase 2: Calculate & Select Applications

During Phase 2, SFAs will:

- Determine which sampling method your LEA qualifies for based on the *Verification Non-Response Rate Report*
- Locate the ADE *Verification Sample Size Calculator*
- Calculate how many applications will need to be verified



Phase 2

Determine Your Sampling Method

SFAs will use the *Verification Non-Response Rate Report* to determine which sampling method to use.

The sampling method will determine how many applications SFAs are required to select for verification.

ADE posts the *Verification Non-Response Rate Report* annually on the [NSLP website](#) under the “Required State Reporting” accordion.

The report will show the SFA if they are eligible to use an alternative sampling method based on the results from the previous year’s Verification Summary Report (VSR).

Arizona Local Education Agencies Verification Non-Response Rate Report	
IMPORTANT - How to Determine Your Eligibility for Use of an Alternative Sample Size in 2020-2021	
1)	Sponsors highlighted in Green qualify for use of an alternative sample size during the 2020-2021 Verification reporting period.
2)	Sponsors highlighted in Yellow DO NOT qualify for use of an alternative sample size due to Verification reporting errors. *
3)	Remaining Sponsors DO NOT qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate. *
*	If you DO NOT qualify for use of an alternative sample size you MUST use the Standard sampling method for your 2020- 2021 Verification reporting.

ADE Verification Non-Response Rate Report Header

Phase 2

Determine Your Sampling Method

On the *Verification Non-Response Rate Report*, Local Education Agency (LEA) names shown in **green** qualify to use an alternative sampling method.

Those who qualify to use an alternative sampling method are the LEAs who had a low percentage of households who did not respond to the verification process during the previous school year.

LEAs who are eligible to select an alternative sampling method can choose from Standard Sampling, Alternate 1 (Random Sampling) or Alternate 2 (Focused Sampling).

LEAs who do not qualify to use an alternative sampling method will be shown in yellow or white and must use Standard Sampling.

Arizona Local Education Agencies Verification Non-Response Rate Report	
IMPORTANT - How to Determine Your Eligibility for Use of an Alternative Sample Size in 2020-2021	
1)	Sponsors highlighted in Green qualify for use of an alternative sample size during the 2020-2021 Verification reporting period.
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3)	Remaining Sponsors DO NOT qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate. *
*	If you DO NOT qualify for use of an alternative sample size you MUST use the Standard sampling method for your 2020- 2021 Verification reporting.

ADE Verification Non-Response Rate Report Header

How will LEAs know if they qualify to use an alternative sampling method?

- A. The LEA name will be shown in **green** on the *Verification Non-Response Rate Report*.
- B. The LEA will be shown in white on the *Verification Non-Response Rate Report*.
- C. Look at the last claim in CNPWeb.



How will LEAs know if they qualify to use an alternative sampling method?

- A. The LEA name will be shown in green on the *Verification Non-Response Rate Report*.**
- B. The LEA will be shown in white on the *Verification Non-Response Rate Report*.
- C. Look at the last claim in CNPWeb.

ADE posts the *Verification Non-Response Rate Report* annually on the NSLP website. The LEA name will be highlighted in green to indicate they have qualified to use an alternative sampling method.



Phase 2

Sampling Methods

The sampling method is the calculation used to determine how many applications you need to select for verification.

- Always *round up* at the end of the calculation.
- It is important to verify the exact number of applications the calculation reflects.
- Please note that some sampling methods require you to select from error-prone applications for verification.

Phase 2

Sampling Methods

As indicated on the *Verification Non-Response Rate Report*, LEAs who **do not** qualify to use an alternative sampling method must use:

- Standard Sampling.

As indicated on the *Verification Non-Response Rate Report*, LEAs who **do** qualify to use an alternative sampling method can choose from:

- Standard Sampling
- Alternate 1: Random Sampling
- Alternate 2: Focused Sampling

True or False: Any LEA can use Alternate 1: Random Sampling.

- A. True
- B. False- No LEA can use Alternate 1: Random Sampling
- C. False- Only LEAs who qualify to use an alternative sampling method can choose this option.



True or False: Any LEA can use Alternate 1: Random Sampling.

- A. True
- B. False- No LEA can use Alternate 1: Random Sampling
- C. **False- Only LEAs who qualify to use an alternative sampling method can choose this option.**

The LEAs who qualify to use an alternative sampling method can choose from Standard Sampling, Alternate 1: Random Sampling, or Alternate 2: Focused Sampling.



Phase 2

Standard Sampling Method

This method must be used if the SFA is operating in their first year or if they do not qualify to use an alternative sampling method.

SFAs using this method must select 3% of the applications to verify. The selected applications must be from those marked as error-prone.

- Error-prone applications are those where the income falls within the error-prone range for income and household size.
- This may have been noted when the applications were initially certified.
- If they were not previously identified, please print the *Error-Prone Worksheet*, review all income applications and indicate which ones are error-prone.

Phase 2

Standard Sampling Method

The *Error-Prone Worksheet* can be found on the NSLP webpage under Program Forms and Resources: Eligibility Documents for School Meal Benefits: Verifying Household Applications.

- Please remember that this worksheet will only need to be used if error-prone applications **have not** already been identified.

Child Nutrition Programs										
Error-Prone Guidelines										
Effective July 1, 2020 – June 30, 2021										
The following are the error-prone guidelines to be used by child nutrition program operators when determining whether an income application is error-prone.										
Household Size	FREE									
	How often income was received									
	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount
1	319 to 295.93		638 to 591.85		692 to 642		1,383 to 1,283		16,588 to 15,388	
2	431 to 407.93		862 to 815.85		934 to 884		1,868 to 1,768		22,412 to 21,212	
3	543 to 519.93		1,086 to 1,039.85		1,177 to 1,127		2,353 to 2,253		28,236 to 27,036	
4	655 to 631.93		1,310 to 1,263.85		1,420 to 1,370		2,839 to 2,739		34,060 to 32,860	
5	767 to 743.93		1,534 to 1,487.85		1,662 to 1,612		3,324 to 3,224		39,884 to 38,684	
6	879 to 855.93		1,758 to 1,711.85		1,905 to 1,855		3,809 to 3,709		45,708 to 44,508	
7	991 to 967.93		1,982 to 1,935.85		2,148 to 2,098		4,295 to 4,195		51,532 to 50,332	
8	1,103 to 1,079.93		2,206 to 2,159.85		2,390 to 2,340		4,780 to 4,680		57,356 to 56,156	
Household Size	REDUCED									
	How often income was received									
	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount
1	454 to 430.93		908 to 861.85		984 to 934		1,968 to 1,868		23,606 to 22,406	
2	614 to 590.93		1,227 to 1,180.85		1,329 to 1,279		2,658 to 2,558		31,894 to 30,694	
3	773 to 749.93		1,546 to 1,499.85		1,675 to 1,625		3,349 to 3,249		40,182 to 38,982	
4	933 to 909.93		1,865 to 1,818.85		2,020 to 1,970		4,040 to 3,940		48,470 to 47,270	
5	1,092 to 1,068.93		2,183 to 2,136.85		2,365 to 2,315		4,730 to 4,630		56,758 to 55,558	
6	1,251 to 1,227.93		2,502 to 2,455.85		2,711 to 2,661		5,421 to 5,321		65,046 to 63,846	
7	1,411 to 1,387.93		2,821 to 2,774.85		3,056 to 3,006		6,112 to 6,012		73,334 to 72,134	
8	1,570 to 1,546.93		3,140 to 3,093.85		3,401 to 3,351		6,802 to 6,702		81,622 to 80,422	
<small>Annually - Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{12}$ of the income eligibility limits for annual income. Monthly - Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{12}$ of the income eligibility limits for monthly income. 2x Month - Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{6}$ of the income eligibility limits for 2x month income. Bi-Weekly - Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{4}$ of the income eligibility limits for bi-weekly income. Weekly - Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{4}$ of the income eligibility limits for weekly income.</small>										
Error-Prone Guidelines June 2020 Arizona Department of Education This institution is an equal opportunity provider.										

Example

Phase 2

Standard Sampling Method Example

Let's practice an example.

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=1,174 total applications subject to verification

Total applications x 3%

$1,174 \times .03 = 35.22$ (*always round up* = **36 applications to verify**)

The SFA in this example will need to randomly select 36 applications out of the 62 error-prone applications on file.

Please note: If there are not enough error-prone applications to meet the requirement, SFAs must verify all error-prone applications and then select additional applications at random to meet the required number.

Phase 2

Alternate 1: Random Sampling Method

Only SFAs who qualify to use an alternative sampling method can use this option.

SFAs using this method must select 3% of the applications to verify. The SFA must randomly select from all case number, foster and free/reduced income applications.

- The benefit of this sampling method is that the SFA does not need to identify error-prone applications, but instead is able to select from **all** applications.

Example

Phase 2

Alternate 1: Random Sampling Method Example

Let's practice an example.

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=1,174 total applications subject to verification

Total applications x 3%

$1,174 \times .03 = 35.22$ (*always round up* = **36 applications to verify**)

Remember that error-prone applications do not need to be identified for this calculation method.

This SFA must randomly select 36 applications from all case number, foster and free/reduced income applications.

Phase 2

Alternate 2: Focused Sampling Method

Only SFAs who qualify to use an alternative sampling method can use this option.

In this method, SFAs must select 1% of the total applications (from the error-prone applications) and 0.5% of the case number applications to verify.

- The benefit of this sampling method is that it reduces the number of total applications the SFA will need to verify.

Example

Phase 2

Alternate 2: Focused Sampling Method Example

Let's practice an example.

1,100 income applications (62 are error-prone)

72 case number applications

2 foster applications

=1,174 total applications subject to verification

Total applications x 1%

$1,174 \times .01 = 11.74$ (*always round up* = **12 error-prone applications to verify**)

+

Total case number applications x 0.5%

$72 \times .005 = 0.36$ (*always round up* = **1 case number application to verify**)

= 12 error-prone applications + 1 case number application = 13 total applications to verify

Phase 2

Does the sampling method make a difference?

Using the application counts in the previous examples, let's compare the number of applications needed to be verified in each of the sampling methods.

	Calculation	# of Applications to Verify	Notes
Standard	3% of total applications	36 (chosen from error-prone)	
Alternate 1: Random	3% of total applications	36 (chose from total applications)	SFAs are able to select from all applications and not have to track/identify error-prone.
Alternate 2: Focused	1% of total applications + 0.5% of case number applications	13 applications (12 error-prone and 1 case number)	SFAs are able to select from a smaller sample size of applications; therefore, they will not have to verify as many applications.

Phase 2

Verification Sample Size Calculator

ADE provides a *Verification Sample Size Calculator* to calculate the required number of applications to be verified for that LEA.

It is best practice to use this online calculator for verification to ensure the correct number of applications are being verified.

To access the calculator, the SFA must have permissions to the CNP Verification Reporting application through ADEConnect.

Users who do not have access to CNP Verification Reporting must contact their Entity Administrator to grant access to this application.

Applications

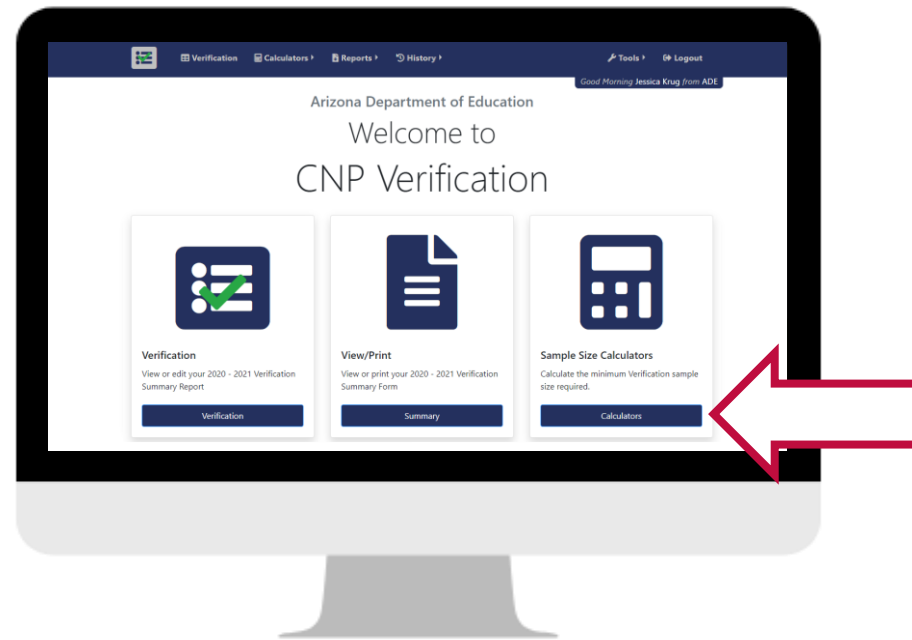
[Hide All]

Arizona Department of Education (79275)	[-]
CNP Direct Certification / Direct Verification	☆ ↗
CNP Verification Reporting	☆ ↗
CNPWeb	☆ ↗

Phase 2

Verification Sample Size Calculator

The *Verification Sample Size Calculator* is located on the right-hand side of the CNP Verification landing page.



Phase 2

Verification Sample Size Calculator

Links to the calculators for the three sampling methods are at the bottom of the page.

The screenshot shows a web application interface for the Verification Sample Size Calculator. At the top is a dark blue navigation bar with links for Verification, Calculators, Reports, and History. On the right of the bar are links for Tools and Logout, and a personalized greeting: "Good Afternoon Jessica Krug from ADE". Below the navigation bar is a large heading "Sample Size Calculators". Underneath this is a teal-colored box titled "Instructions" with a dropdown arrow. The instructions are divided into three columns: the first explains the purpose of the calculator and mentions the "Verification Non-Response Rate"; the second describes the process of selecting a sampling method and entering the number of approved applications; the third refers to the "Eligibility Manual for School Week" and the "Verification Best Practice Calendar". Below the instructions is a section titled "Calculator Links" with the subheading "Verification Sampling Methods". This section contains a bulleted list of three options: "Standard", "Alternate 1 - Random", and "Alternate 2 - Focused". A large red arrow points from this list towards the right side of the slide.

Verification

Calculators

Reports

History

Tools

Logout

Good Afternoon Jessica Krug from ADE

Sample Size Calculators

Instructions

This **Verification Sample Size Calculator** is provided as a tool to help you ensure that your **minimum** Verification sample size is calculated correctly.

Each SFA must determine which Verification sampling method they are qualified to use by first finding their [Verification Non-Response Rate](#) from the previous school year.

After determining the sampling method you intend to use, select the appropriately labeled tab above, and then enter the number of approved applications on file as of October 1st, per the instructions given. The number of applications you are required to verify will automatically be calculated based on the information you enter.

Refer to the [Eligibility Manual for School Week](#) for additional details regarding the Verification process.

For additional resources see the [Verification Best Practice Calendar](#).

Calculator Links

Verification Sampling Methods

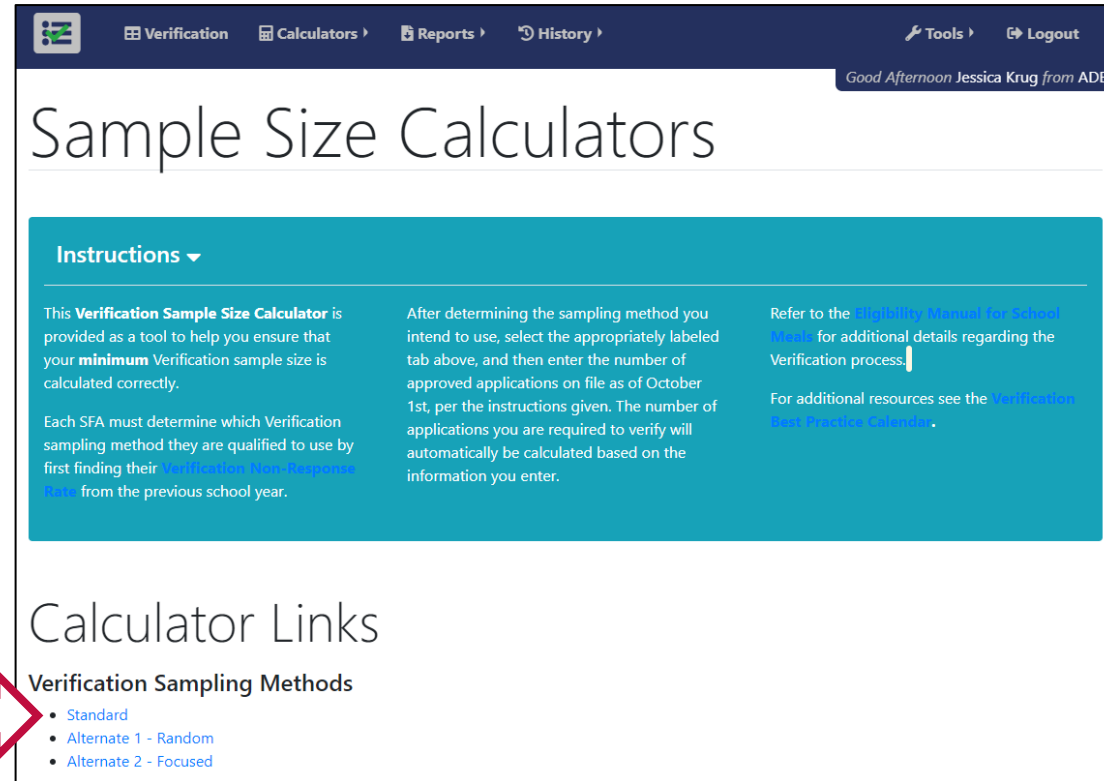
- Standard
- Alternate 1 - Random
- Alternate 2 - Focused

Calculator
Examples

Phase 2

Verification Sample Size Calculator

First, let's practice with the Standard Sampling calculator. Click on the link for *Standard*.



The screenshot shows a web application interface for the Verification Sample Size Calculator. The top navigation bar includes links for Verification, Calculators, Reports, History, Tools, and Logout. A user greeting "Good Afternoon Jessica Krug from ADE" is displayed. The main heading is "Sample Size Calculators". Below this is an "Instructions" section with three columns of text. The first column explains the purpose of the calculator and mentions the "Verification Non-Response Rate". The second column describes the process of selecting a sampling method and entering the number of approved applications. The third column refers to the "Eligibility Manual for School Week" and the "Verification Best Practice Calendar". Below the instructions is a "Calculator Links" section with a sub-heading "Verification Sampling Methods" and a bulleted list: "Standard", "Alternate 1 - Random", and "Alternate 2 - Focused". A red arrow points to the "Standard" link.

Verification

Calculators

Reports

History

Tools

Logout

Good Afternoon Jessica Krug from ADE

Sample Size Calculators

Instructions

This **Verification Sample Size Calculator** is provided as a tool to help you ensure that your **minimum** Verification sample size is calculated correctly.

Each SFA must determine which Verification sampling method they are qualified to use by first finding their [Verification Non-Response Rate](#) from the previous school year.

After determining the sampling method you intend to use, select the appropriately labeled tab above, and then enter the number of approved applications on file as of October 1st, per the instructions given. The number of applications you are required to verify will automatically be calculated based on the information you enter.

Refer to the [Eligibility Manual for School Week](#) for additional details regarding the Verification process.

For additional resources see the [Verification Best Practice Calendar](#).

Calculator Links

Verification Sampling Methods

- Standard
- Alternate 1 - Random
- Alternate 2 - Focused

Phase 2

Verification Sample Size Calculator

There is a white box on the right side of the calculator. In this box, enter in the total number of applications on file as of October 1st that are subject to verification.

Standard

Instructions ▼

When using the **Standard** sampling method, the **total** number of applications that must be verified is equal to **3%** of the **total** number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.

Furthermore, the minimum sample size requirement must be fulfilled by first selecting from all available **Error-Prone** applications, and then by selecting from other application types only as necessary to meet the minimum requirement.

From the applications certified by **Income**, select the required number of **Error-Prone** applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the [Error-Prone Guidelines](#) or [Step by Step Instruction: How to Identify Household Applications That Are Error-Prone](#).

When the number of Error-Prone applications identified does not meet the minimum sample size requirement, SFAs must randomly select additional applications from **all remaining**


approved applications, including Case Number (SNAP, TANF, FDPIR) applications, to fulfill the minimum sample size requirement.

must attempt to **directly verify** all applications chosen for verification using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to [Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification](#).

Calculator

Total Number of Approved Applications on file as of October 1st:

Total Number of Applications to Verify:



Phase 2

Verification Sample Size Calculator

The number of applications to be verified will be calculated and shown in the blue box.

Remember, for this sampling method, error-prone applications must be identified and selected for verification.

Standard

Instructions ▼

When using the **Standard** sampling method, the **total** number of applications that must be verified is equal to **3%** of the **total** number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.

Furthermore, the minimum sample size requirement must be fulfilled by first selecting from all available **Error-Prone** applications, and then by selecting from other application types only as necessary to meet the minimum requirement.

From the applications certified by **Income**, select the required number of **Error-Prone** applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the [Error-Prone Guidelines](#) or [Step by Step Instruction: How to Identify Household Applications That Are Error-Prone](#).

When the number of Error-Prone applications identified does not meet the minimum sample size requirement, SFAs must randomly select additional applications from **all remaining**

approved applications, including Case Number (SNAP, TANF, FDPIR) applications, to fulfill the minimum sample size requirement.

must attempt to **directly verify** all applications chosen for verification using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to [Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification](#).

Calculator

Total Number of Approved Applications on file as of October 1st:

1174

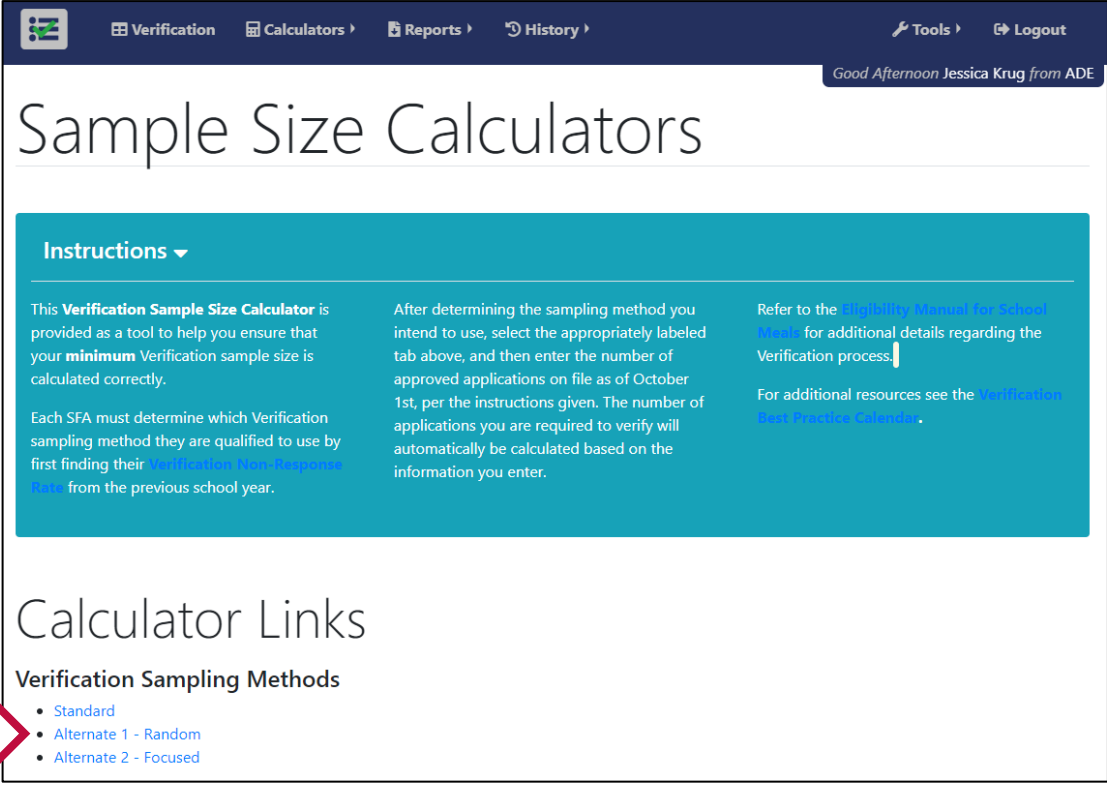
Total Number of Applications to Verify:

36

Phase 2

Verification Sample Size Calculator

Next, let's practice with the Alternate 1: Random Sampling calculator. Click on the link for *Alternate 1 – Random*.



The screenshot shows a web application interface for the Verification Sample Size Calculator. The top navigation bar includes links for Verification, Calculators, Reports, History, Tools, and Logout. A user greeting "Good Afternoon Jessica Krug from ADE" is displayed. The main heading is "Sample Size Calculators". Below this is a teal "Instructions" section with three columns of text. The first column explains the purpose of the calculator and mentions the "Verification Non-Response Rate". The second column describes the process of selecting a sampling method and entering the number of approved applications. The third column refers to the "Eligibility Manual for School Week" and the "Verification Best Practice Calendar". Below the instructions is a "Calculator Links" section with a sub-heading "Verification Sampling Methods" and a bulleted list: "Standard", "Alternate 1 - Random", and "Alternate 2 - Focused". A red arrow points to the "Alternate 1 - Random" link.

Verification

Calculators

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Logout

Good Afternoon Jessica Krug from ADE

Sample Size Calculators

Instructions

This **Verification Sample Size Calculator** is provided as a tool to help you ensure that your **minimum** Verification sample size is calculated correctly.

Each SFA must determine which Verification sampling method they are qualified to use by first finding their [Verification Non-Response Rate](#) from the previous school year.

After determining the sampling method you intend to use, select the appropriately labeled tab above, and then enter the number of approved applications on file as of October 1st, per the instructions given. The number of applications you are required to verify will automatically be calculated based on the information you enter.

Refer to the [Eligibility Manual for School Week](#) for additional details regarding the Verification process.

For additional resources see the [Verification Best Practice Calendar](#).

Calculator Links

Verification Sampling Methods

- Standard
- Alternate 1 - Random
- Alternate 2 - Focused

Phase 2

Verification Sample Size Calculator

There is a white box on the right side of the calculator. In this box, enter the total number of applications on file as of October 1st that are subject to verification.

Alternate 1 - Random

Instructions ▼

When using the **Alternate One** or Random Sampling method, the total number of applications that must be verified is equal to 3% of the total number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.

Randomly select the required number of applications to verify. In a Random selection, all applications, both Case Number (SNAP, TANF, FDIPIR) and Income-based, must have an equal chance of being selected.

SFAs must attempt to **directly verify** all applications chosen for verification using the

CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to [Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification](#).

Calculator

Total Number of Approved Applications on file as of October 1st:

Total Number of Applications to Verify:



Phase 2

Verification Sample Size Calculator

The number of applications to be verified will be calculated and shown in the blue box.

Remember, for this sampling method, SFAs can select from all applications and do not have to choose from error-prone.

Alternate 1 - Random

Instructions ▾

When using the **Alternate One** or Random Sampling method, the total number of applications that must be verified is equal to 3% of the total number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.

Randomly select the required number of applications to verify. In a Random selection, all applications, both Case Number (SNAP, TANF, FDIPIR) and Income-based, must have an equal chance of being selected.

SFAs must attempt to **directly verify** all applications chosen for verification using the

CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to [Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification](#).


Calculator

Total Number of Approved Applications on file as of October 1st:

1174

Total Number of Applications to Verify:

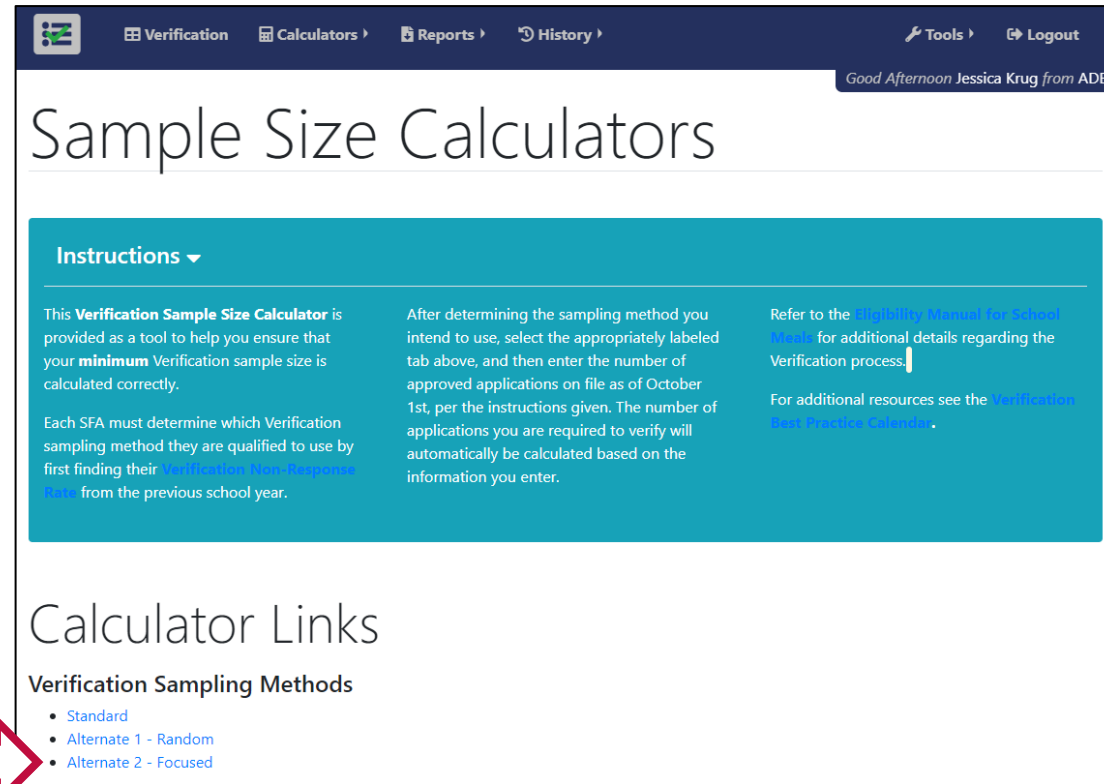
36



Phase 2

Verification Sample Size Calculator

Lastly, let's practice with the Alternate 2: Focused Sampling calculator. Click on the link for *Alternate 2 – Focused*.



The screenshot shows a web application interface for "Sample Size Calculators". The top navigation bar includes links for Verification, Calculators, Reports, History, Tools, and Logout. A user greeting "Good Afternoon Jessica Krug from ADE" is visible. The main heading is "Sample Size Calculators". Below this is an "Instructions" section with three columns of text. The first column explains the purpose of the calculator and mentions the "Verification Non-Response Rate". The second column describes the process of selecting a sampling method and entering the number of approved applications. The third column refers to the "Eligibility Manual for School Week" and the "Verification Best Practice Calendar". Below the instructions is a "Calculator Links" section with a sub-heading "Verification Sampling Methods" and a list of three options: Standard, Alternate 1 - Random, and Alternate 2 - Focused. A red arrow points to the "Alternate 2 - Focused" link.

Verification

Calculators

Reports

History

Tools

Logout

Good Afternoon Jessica Krug from ADE

Sample Size Calculators

Instructions

This **Verification Sample Size Calculator** is provided as a tool to help you ensure that your **minimum** Verification sample size is calculated correctly.

Each SFA must determine which Verification sampling method they are qualified to use by first finding their [Verification Non-Response Rate](#) from the previous school year.

After determining the sampling method you intend to use, select the appropriately labeled tab above, and then enter the number of approved applications on file as of October 1st, per the instructions given. The number of applications you are required to verify will automatically be calculated based on the information you enter.

Refer to the [Eligibility Manual for School Week](#) for additional details regarding the Verification process.

For additional resources see the [Verification Best Practice Calendar](#).

Calculator Links

Verification Sampling Methods

- Standard
- Alternate 1 - Random
- Alternate 2 - Focused

Phase 2

Verification Sample Size Calculator

There are two white boxes on the right side of the calculator.

In the first box, enter in the total number of applications on file as of October 1st that are subject to verification.

Alternate 2 - Focused

Instructions ▼

When using the **Alternate Two** or Focused sampling method, the number of **Income-based** applications that must be verified is equal to **1%** of the **total** number of approved applications on file as of October 1st, or 1,000 applications, whichever is less, and the number of **Case Number** applications that must be verified is equal to **0.5%** of the number of **Case Number** applications on file as of October 1st, or 500 applications, whichever is less.

Note that all **Directly Certified** and **Categorically Eligible** students are **exempt** from Verification.


From the applications certified by **Income**, select the required number of **Error-Prone** applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the [Error-Prone Guidelines](#) or [Step by](#)

[Step Instruction: How to Identify Household Applications That Are Error-Prone.](#)

SFAs must attempt to **Directly Verify** all applications chosen for verification using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to [Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification.](#)

Calculator

Total Number of Approved Applications on file as of October 1st:	<input type="text" value="0"/>
Number of Income-Based Applications to Verify:	<input type="text" value="0"/>
Number of Case Number Applications on file as of October 1st:	<input type="text" value="0"/>
Number of Case Number Applications to Verify:	<input type="text" value="0"/>



Phase 2

Verification Sample Size Calculator

The number of income applications to be verified will be calculated and shown in the blue box.

Alternate 2 - Focused

Instructions ▼

When using the **Alternate Two** or Focused sampling method, the number of **Income-based** applications that must be verified is equal to **1%** of the **total** number of approved applications on file as of October 1st, or 1,000 applications, whichever is less, and the number of **Case Number** applications that must be verified is equal to **0.5%** of the number of **Case Number** applications on file as of October 1st, or 500 applications, whichever is less.

Note that all **Directly Certified** and **Categorically Eligible** students are **exempt** from Verification.

From the applications certified by **Income**, select the required number of **Error-Prone** applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the [Error-Prone Guidelines](#) or [Step by](#)

[Step Instruction: How to Identify Household Applications That Are Error-Prone.](#)

SFAs must attempt to **Directly Verify** all applications chosen for verification using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to [Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification.](#)

Calculator

Total Number of Approved Applications on file as of October 1st:

1174

Number of Income-Based Applications to Verify:

12

Number of Case Number Applications on file as of October 1st:

0

Number of Case Number Applications to Verify:



Phase 2

Verification Sample Size Calculator

In the second white box, enter the total number of case number applications on file as of October 1st.

Alternate 2 - Focused

Instructions ▼

When using the **Alternate Two** or Focused sampling method, the number of **Income-based** applications that must be verified is equal to **1%** of the **total** number of approved applications on file as of October 1st, or 1,000 applications, whichever is less, and the number of **Case Number** applications that must be verified is equal to **0.5%** of the number of **Case Number** applications on file as of October 1st, or 500 applications, whichever is less.

Note that all **Directly Certified** and **Categorically Eligible** students are **exempt** from Verification.

From the applications certified by **Income**, select the required number of **Error-Prone** applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the [Error-Prone Guidelines](#) or [Step by](#)

[Step Instruction: How to Identify Household Applications That Are Error-Prone.](#)

SFAs must attempt to **Directly Verify** all applications chosen for verification using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to [Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification.](#)

Calculator

Total Number of Approved Applications on file as of October 1st:

1174

Number of Income-Based Applications to Verify:

12

Number of Case Number Applications on file as of October 1st:

0

Number of Case Number Applications to Verify:



Phase 2

Verification Sample Size Calculator

The number of case number applications to be verified will be calculated and shown in the blue box.

Alternate 2 - Focused

Instructions ▼

When using the **Alternate Two** or Focused sampling method, the number of **Income-based** applications that must be verified is equal to **1%** of the **total** number of approved applications on file as of October 1st, or 1,000 applications, whichever is less, and the number of **Case Number** applications that must be verified is equal to **0.5%** of the number of **Case Number** applications on file as of October 1st, or 500 applications, whichever is less.


Note that all **Directly Certified** and **Categorically Eligible** students are **exempt** from Verification.

From the applications certified by **Income**, select the required number of **Error-Prone** applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the [Error-Prone Guidelines](#) or [Step by Step Instruction: How to Identify Household Applications That Are Error-Prone](#).

SFAs must attempt to **Directly Verify** all applications chosen for verification using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to [Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification](#).

Calculator

Total Number of Approved Applications on file as of October 1st:	<input type="text" value="1174"/>
Number of Income-Based Applications to Verify:	<input type="text" value="12"/>
Number of Case Number Applications on file as of October 1st:	<input type="text" value="72"/>
Number of Case Number Applications to Verify:	<input type="text" value="1"/>



Phase 2

Select Applications

The last step in Phase 2 is to randomly select the correct number of applications as indicated by the *Verification Sample Size Calculator*.

As a reminder, if your sampling method requires choosing from error-prone applications and you do not have enough error-prone applications to meet the requirement, you must verify all error-prone applications and then select additional applications at random to meet the required number.

Once you have selected the applications, you are ready to move on to Phase 3.

Phase 3: Verify Selected Applications

October 1 – November 15



Phase 3

Phase 3: Verify Selected Applications

During Phase 3, SFAs will:

- Complete the *Verification Tracking Form* for each application selected for verification
- Conduct Direct Verification in CNP Direct Certification/Direct Verification
- Contact the households and collect documentation

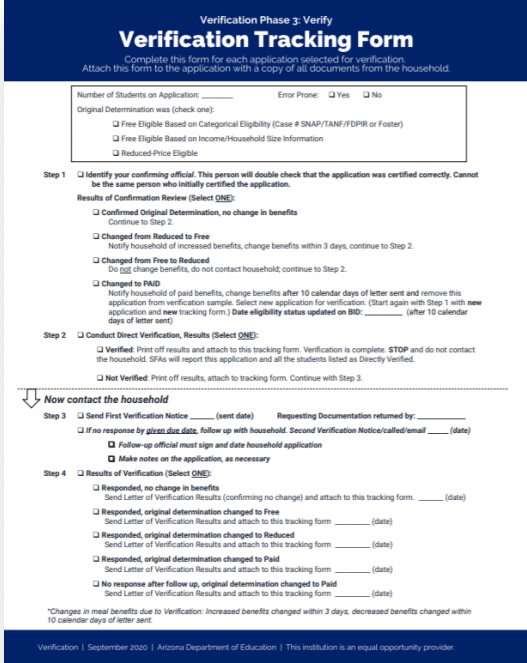


Phase 3

Best Practice: *Verification Tracking Form*

For each application selected for verification, ADE recommends printing the [Verification Tracking Form](#).

- Print and attach this form to each application being verified.
- Fill this form out as you go through the verification process.
- The tracking form has four steps to guide the SFA from beginning to end through what to do with each application selected for verification.



The image shows a 'Verification Tracking Form' titled 'Verification Phase 3: Verify'. It includes instructions to complete the form for each application selected for verification and to attach it to the application with a copy of all documents from the household. The form is divided into four steps: Step 1: Identify your confirming official, Step 2: Conduct Direct Verification, Results, Step 3: Now contact the household, and Step 4: Results of Verification. Each step contains specific instructions and checkboxes for different outcomes.

Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification. Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPR or Foster)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.
Results of Confirmation Review (Select ONE):
☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.
☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
☐ Changed from Free to Reduced
Do NOT change benefits, do not contact household, continue to Step 2.
☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent).

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):
☐ Verified: Print off results and attach to this tracking form. Verification is complete, STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
☐ Follow-up official must sign and date household application
☐ Make notes on the application, as necessary

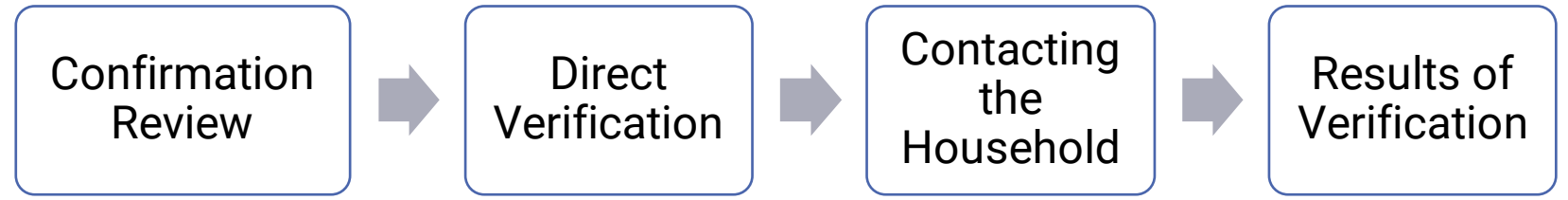
Step 4 ☐ Results of Verification (Select ONE):
☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

*Changes in meal benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 3

Verification Tracking Form



Step 1: Confirmation Review

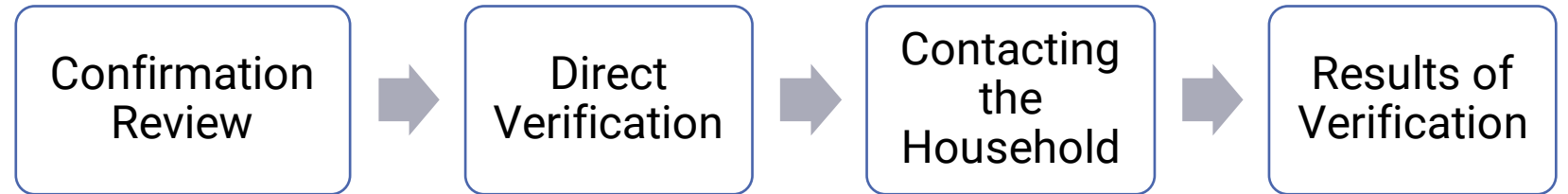
- The Confirming Official will check if the application was initially certified correctly and will document the results on the tracker.

Step 2: Direct Verification

- Direct Verification will be conducted through CNP Direct Certification/Direct Verification and the results will be documented on the tracker.

Phase 3

Verification Tracking Form



Step 3: Contacting the Household

- If the household was not verified in direct verification, the SFA must then request documentation from the household to verify the household's income.

Step 4: Results of Verification

- Document the final results of verification.

What ADE form is recommended to be printed and attached to each application being verified?

- A. Sources of Acceptable Documentation list*
- B. Verification Tracking Form*
- C. Verification Non-Response Rate Report*



What ADE form is recommended to be printed and attached to each application being verified?

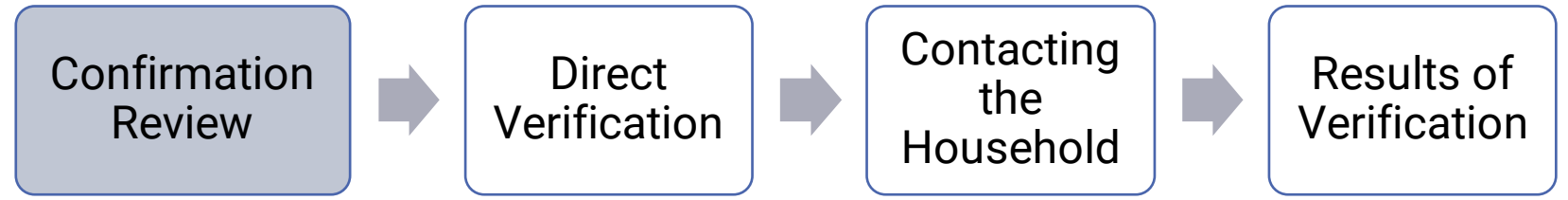
- A. *Sources of Acceptable Documentation list*
- B. *Verification Tracking Form***
- C. *Verification Non-Response Rate Report*

This form provides step-by-step guidance for conducting verification and it should be used as the place to track all activities and outcomes of the verification process for each application.



Phase 3

Step 1: Confirmation Review



The confirmation review is the first step of verification.

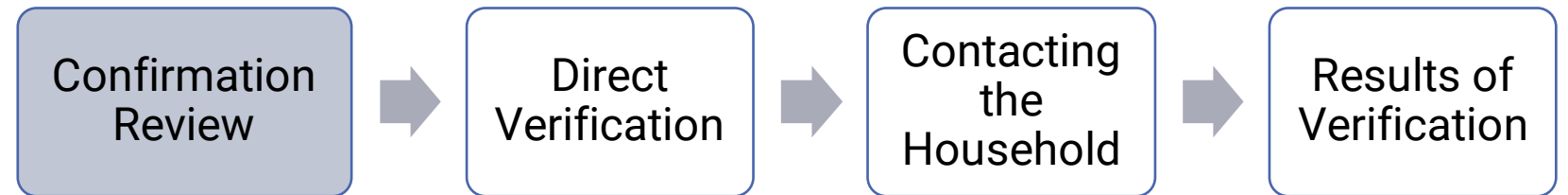
A school official who did not make the original eligibility decision (known as the Confirming Official) will review the applications and confirm that the correct eligibility was assigned when the application was initially certified.

- The confirmation review can be completed when the application is initially certified for eligibility, or it can be done during the time of verification.

Refer to the tracking form for guidance on what to do when the initial eligibility determination is incorrect.

Phase 3

Step 1: Confirmation Review

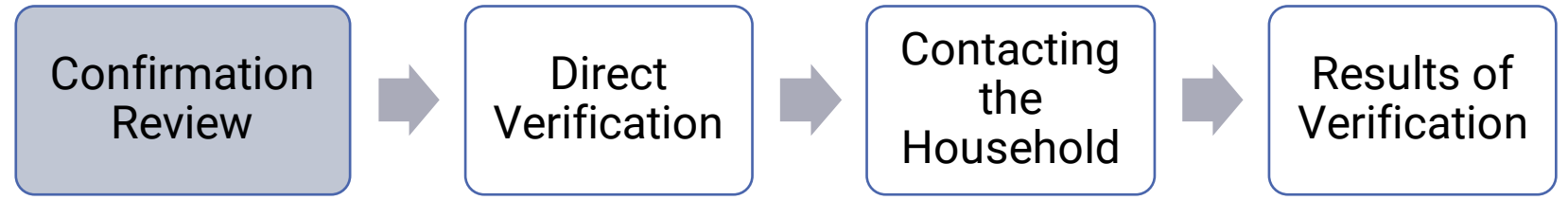


The Confirming Official must sign and date the household application after it is reviewed.

OFFICE USE ONLY	
Eligibility: Free___ Reduced___ Denied___	<input type="checkbox"/> Error Prone
Determining Official's Signature: _____	Date: _____
<input type="checkbox"/> Case # Application <input type="checkbox"/> Foster Application <input type="checkbox"/> Directly Certified: Date of Disregard: _____	
<input type="checkbox"/> Income Application	
Household Size: _____	
Total Income: _____ Per: <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly (Every 2 Weeks) <input type="checkbox"/> 2x Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annual	
<input type="checkbox"/> Selected For Verification: Confirming Official's Signature: _____ Date: _____	
Follow-Up Official's Signature: _____ Date: _____	

Phase 3

Step 1: Confirmation Review



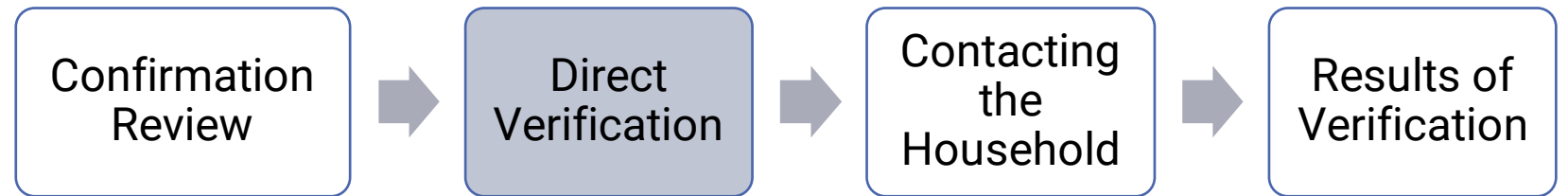
The confirmation review can be waived if the SFA uses a technology-based system that operates with a high level of accuracy in processing applications.

If you are interested in the confirmation review waiver, it is recommended to take the online training [Step by Step Instruction: How to Submit a Verification Confirmation Review Waiver](#) for further guidance on requesting the waiver.

Please note that this type of administrative relief does not apply to all SFAs.

Phase 3

Step 2: Conduct Direct Verification



The next step in Phase 3 is to conduct Direct Verification.

ADE uses an online verifying system called CNP Direct Verification, which allows SFAs to directly obtain confirmation from the following agencies to verify students' eligibility status:

- SNAP, TANF, FDPIR, Medical Assistance (MA)*, foster, homeless and migrant programs databases.

**Medical Assistance (MA) is an additional data source that is not used for Direct Certification. It is only used for Direct Verification.*

Phase 3

CNP Direct Certification/Direct Verification

In order to conduct direct verification, you will need permissions to ADEConnect and CNP Direct Certification/Direct Verification.

If it is unclear whether the SFA has permissions to ADEConnect or CNP Direct Certification/Direct Verification, please attempt accessing through the ADE website.

- If the SFA has permissions, continue to CNP Direct Certification/Direct Verification.
- If the SFA does not have permissions, he/she will need to contact their Entity Administrator for permissions.

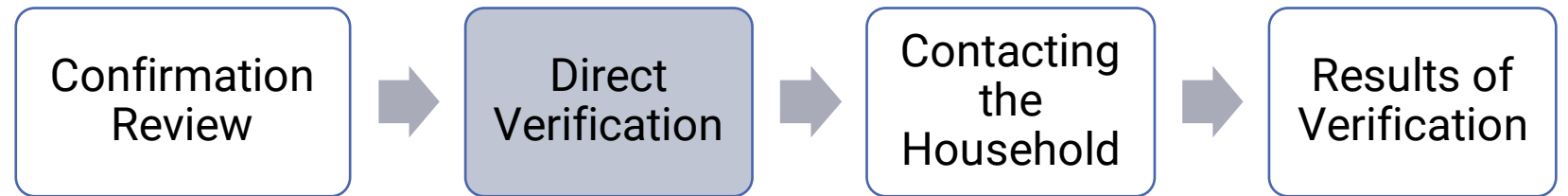
Applications

[Hide All]

Arizona Department of Education (79275)	[-]
CNP Direct Certification / Direct Verification	☆ ↗
CNP Verification Reporting	☆ ↗
CNPWeb	☆ ↗

Phase 3

Step 2: Conduct Direct Verification



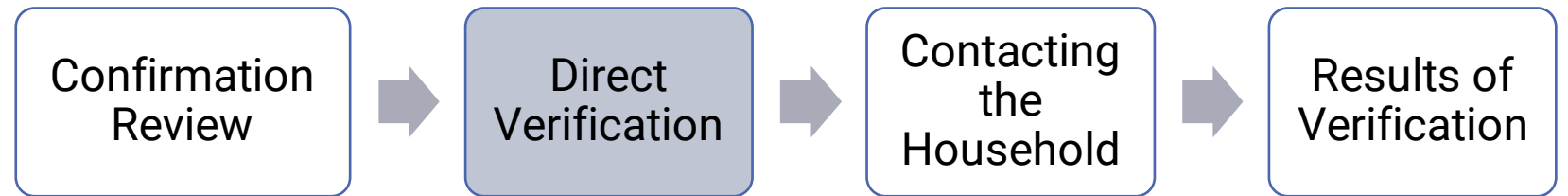
Direct verification is **only** for students who have been selected for verification.

Unlike direct certification, it is *unallowable* to search for all students in CNP Direct Verification.

Only the student(s) selected for verification are allowed to be searched in CNP Direct Verification.

Phase 3

Step 2: Conduct Direct Verification



Please refer to the online training [Step-by-Step Instruction: How to Conduct Direct Verification](#) for detailed instructions on how to:

- Log into ADEConnect and CNP Direct Certification/Direct Verification.
- Search students using various methods.
- Save your search results.

Please ensure this training has been completed before moving on to the next slide.

Which ADE online training must be completed prior to moving on to the next slide?

- A. None, continue to the next slide
- B. *Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification*
- C. *Step-by-Step Instruction: How to Submit the Verification Report in CNP Verification*



Which ADE online training must be completed prior to moving on to the next slide?

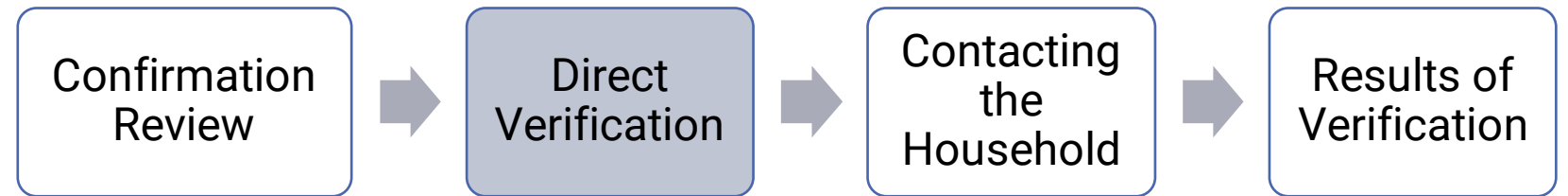
- A. None, continue to the next slide
- B. Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification**
- C. Step-by-Step Instruction: How to Submit the Verification Report in CNP Verification

It is important to understand how to conduct Direct Verification prior to moving on with the verification process.



Phase 3

Step 2: Conduct Direct Verification



Now it is time to refer back to the *Verification Tracking Form*, Step 2.

The tracker will explain the match results and if verification is complete.

If the student was **verified**, verification is complete for the household.
Do not contact the household to provide income documentation.

If the student was **not verified**, the SFA will need to move on to Step 3 of the *Verification Tracking Form*.

Which of the following are true for direct verification?

- A. Required to conduct at least 3 times per year.
- B. Search all enrolled students.
- C. Need ADEConnect to access it.
- D. Search only students who were selected for verification.
- E. Only available during verification, beginning October 1.
- F. Is the same as direct certification.



Which of the following are true for direct verification?

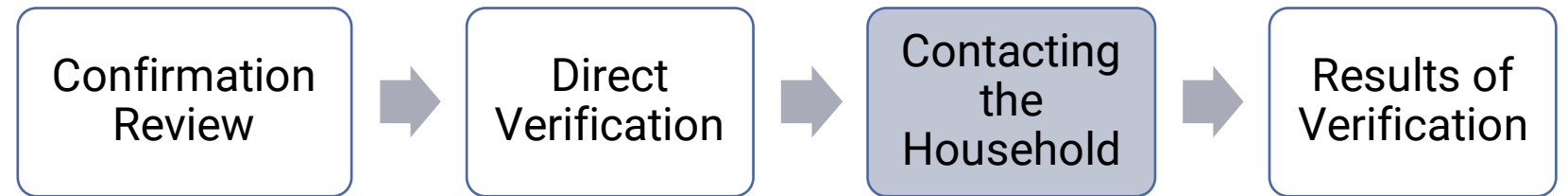
- A. Required to conduct at least 3 times per year.
- B. Search all enrolled students.
- C. Need ADEConnect to access it.**
- D. Search only students who were selected for verification.**
- E. Only available during verification, beginning October 1.**
- F. Is the same as direct certification.

Direct verification can only be conducted during verification, beginning October 1, via the CNP Direct Verification application in ADEConnect. It allows SFAs to search only for students selected for verification using an additional data source, Medical Assistance.



Phase 3

Step 3: Contact the Household



If the student was not verified in CNP Direct Verification, documentation that supports the information on the application will need to be provided by the household.

The SFA will notify the household that their application was selected for verification and request income documentation.

- ADE's *Notification of Verification Letter* template can be used to notify the households. The letter is available in [English](#) and [Spanish](#).
- The list of *Sources of Acceptable Documentation* can assist SFAs with determining if the documentation provided by households can be accepted. This list is available in [English](#) and [Spanish](#).

True or false: SFAs will need to contact the household when a student has been verified in the CNP Direct Verification system.

- A. True
- B. False



True or false: SFAs will need to contact the household when a student has been verified in the CNP Direct Verification system.

- A. True
- B. False**

SFAs will only contact the household if the student was not verified. Refer to the *Verification Tracking Form, Step 2*, if further explanation is needed.



Phase 3

Step 3: Contacting the Household

Next, the SFA will fill out the *Notification of Verification Letter* and include the date by which a response is due.

The due date is your decision. However, it is important that this date is reasonable for the household to supply the documentation needed and gives the SFA enough time to complete Phase 3 by November 15, when verification closes.

The SFA must document the day the letter was sent.

WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [name] by [date], or your child(ren) will stop receiving free or reduced-price meals.

School: _____
Date: _____

Dear _____:

We are checking your Free and Reduced-Price School Meals Application. The Richard B. Russell National School Lunch Act requires the information requested in order to verify your child(ren)'s eligibility for free or reduced-price meals. If you do not provide the information or provide incomplete information, your child(ren) may no longer receive free or reduced-price meals. You must send us information to support your child(ren)'s eligibility for meal benefits.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask. Documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time you are required to provide documentation.

1. IF YOU WERE RECEIVING BENEFITS FROM SNAP, TANF OR FDIPIR WHEN YOU APPLIED FOR FREE OR REDUCED-PRICE MEALS, OR AT ANY TIME SINCE THEN, SEND US A COPY OF ONE OF THESE:

- SNAP or TANF or FDIPIR Certification Notice that shows dates of certification
- Letter from SNAP or TANF or FDIPIR office that shows dates of certification
- Do not send your EBT card

2. IF YOU GET THIS LETTER FOR A HOMELESS, MIGRANT, OR RUNAWAY CHILD:
Please contact [school, homeless liaison, head start or migrant coordinator] for assistance.

3. IF THE CHILD IS A FOSTER CHILD:
Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES SNAP or TANF or FDIPIR BENEFITS:
Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the name of the person who received the income, the date it was received, how much was received, and how often it was received. Send information to: [address]

Acceptable papers include:

JOBS: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.

SOCIAL SECURITY, PENSIONS, OR RETIREMENT: Social Security retirement benefit letter, statement of benefits received, or pension award notice.

UNEMPLOYMENT, DISABILITY, OR WORKER'S COMP: Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.

Phase 3

Step 3: Contacting the Household

The dates on the *Notification of Verification Letter* should also be documented on the *Verification Tracking Form* in Step 3.

This is a great tool for SFAs to keep track of documentation when sending out letters to the households.

WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [name] by [date], or your child(ren) will stop receiving free or reduced price meals.

School: _____
Date: _____

Dear _____:

We are checking your Free and Reduced Price School Meals Application. The Richard B. Russell National School Lunch Act requires the information requested in order to verify your child(ren)'s eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your child(ren) may no longer receive free or reduced price meals. You must send us information to support your child(ren)'s eligibility for meal benefits.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask. Documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time you are required to provide documentation.

1. IF YOU WERE RECEIVING BENEFITS FROM **SNAP, TANF** OR **FDPIR** WHEN YOU APPLIED FOR FREE OR REDUCED PRICE MEALS, OR AT ANY TIME SINCE THEN, SEND US A COPY OF ONE OF THESE:

- **SNAP** or **TANF** or **FDPIR** Certification Notice that shows dates of certification
- Letter from **SNAP** or **TANF** or **FDPIR** office that shows dates of certification
- Do not send your EBT card

2. IF YOU GET THIS LETTER FOR A HOMELESS, MIGRANT, OR RUNAWAY CHILD:
Please contact [school, homeless liaison, head start or migrant coordinator] for assistance.

3. IF THE CHILD IS A FOSTER CHILD:
Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES **SNAP** or **TANF** or **FDPIR** BENEFITS:
Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the name of the person who received the income, the date it was received, how much was received, and how often it was received. Send information to: [address]

Acceptable papers include:

JOBS: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.

SOCIAL SECURITY, PENSIONS, OR RETIREMENT: Social Security retirement benefit letter, statement of benefits received, or pension award notice.

UNEMPLOYMENT, DISABILITY, OR WORKER'S COMP: Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.

Phase 3

Step 3: Contacting the Household

If a household does not respond by the given due date, the SFA is required to complete at least one follow-up.

This can be done by sending a second letter, sending an email or calling the household.

Make sure the date that the second outreach was conducted is documented and a due date for the household to respond by is included.

Phase 3

Step 3: Contacting the Household

Document the follow-up on the tracking form, as you did for the original *Notification of Verification Letter*.

Also, be sure to have the Follow-Up Official sign and date the Office Use Only section on the household application if a follow-up letter was sent.

- This does not need to be a different individual than the Determining or Confirming Official.
- Document that the Follow-Up Official has signed the application on the *Verification Tracking Form*.

OFFICE USE ONLY

Eligibility: Free___ Reduced___ Denied___

Determining Official's Signature: _____ Date: _____

☐ Case # Application ☐ Foster Application ☐ Directly Certified: Date of Disregard: _____

☐ Income Application

Household Size: _____

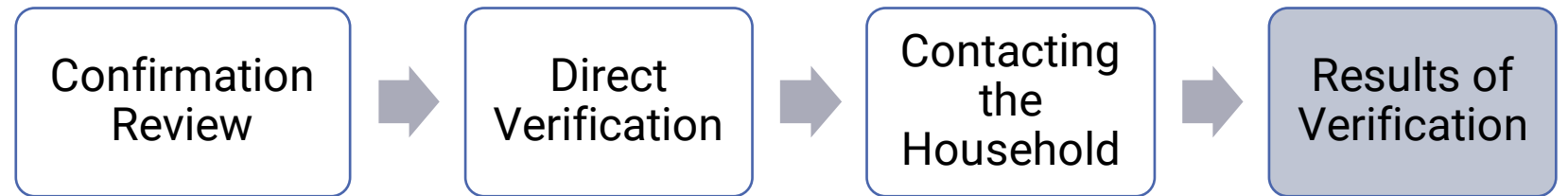
Total Income: _____ Per: ☐ Week ☐ Bi-Weekly (Every 2 Weeks) ☐ 2x Month ☐ Monthly ☐ Annual

☐ ~~Selected For Verification~~: Confirming Official's Signature: _____ Date: _____

Follow-Up Official's Signature: _____ Date: _____

Phase 3

Step 4: Results of Verification



The last step in Phase 3 is determining the results of verification.

If documentation from the household was received, compare the documentation provided with the information provided on the application.

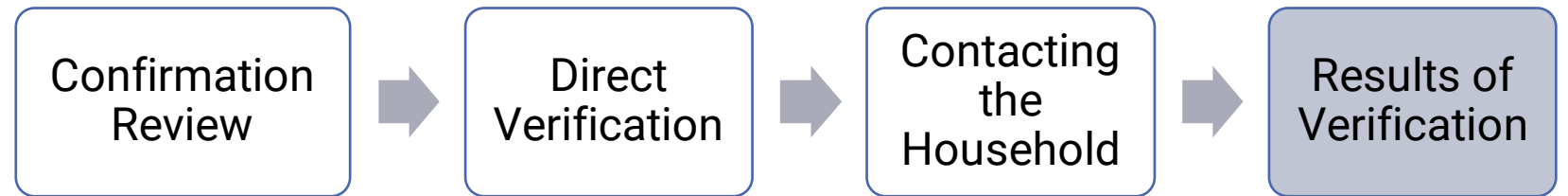
When verifying an income application, be sure to look at the **gross income**, not the net income.

- This is a very common mistake! *Never use net income when certifying or verifying household applications.*

If documentation was *not* received from the household, their benefits will be terminated and changed to paid.

Phase 3

Step 4: Results of Verification



Once the results of verification have been determined, refer to Step 4 in the *Verification Tracking Form* to document the results.

The chart on the next slide provides a summary of what the results mean.

Phase 3

Step 4: Results of Verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided increases the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
Responded, original determination changed to paid.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
No response, original determination changed to paid.	The household did not provide any documentation, or the documentation provided is incomplete and, therefore, the student's application is denied and changed to paid.

Phase 3

Letter of Verification Results

After the results have been determined, mark the correct benefits for the student on the *Letter of Verification Results* and mail to the household.

- For documentation purposes, write the date the letter was sent and the date the student's eligibility change will be made active (if applicable) in Step 4 of the *Verification Tracking Form*.

The *Letter of Verification Results* is available in [English](#) and [Spanish](#).

WE HAVE CHECKED YOUR APPLICATION

School: _____ Date: _____

Dear _____:

We checked the information you sent us to support that [name(s) of child(ren)] is eligible for free or reduced-price meals and have decided that:

☐ Your child(ren)'s eligibility has not changed.

☐ Starting [date], your child(ren)'s eligibility for meals will be changed from reduced price to free because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.

☐ Starting [date], your child(ren)'s eligibility for meals will be changed from free to reduced price because your income is over the limit. Reduced price meals cost \$[] for lunch and \$[] for breakfast.

☐ Starting [date], your child(ren) is/are no longer eligible for free or reduced-price meals for the following reason(s):

____ Records show that no one in your household received SNAP, FDIPIR or TANF benefits.

____ Records show that the child(ren) is/are not homeless, runaway, or migrant.

____ Your income is over the limit for free or reduced-price meals.

____ You did not provide:

____ You did not respond to our request.

Meals cost \$[] for lunch and \$[] for breakfast. If your household size or income changes, you may apply again. If you were denied benefits because no one in the household received SNAP, TANF or FDIPIR benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with [name] at [phone]. You also have the right to a fair hearing. If you request a hearing by [date], your child(ren) will continue to receive free or reduced-price meals until the decision of the hearing official is made. You may request a hearing by contacting: [name], [address], [phone number], or [e-mail].

Sincerely,

[signature]

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced-price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced-price meals.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Phase 3

Letter of Verification Results

If benefits have **increased**, this must be active within three calendar days.

If benefits have **decreased**, the SFA must allow the household 10 calendar days to receive this letter and adjust to the new meal benefits.

WE HAVE CHECKED YOUR APPLICATION

School: _____ Date: _____

Dear _____:

We checked the information you sent us to support that [name(s) of child(ren)] is eligible for free or reduced-price meals and have decided that:

☐ Your child(ren)'s eligibility has not changed.

☐ Starting [date], your child(ren)'s eligibility for meals will be changed from reduced price to free because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.

☐ Starting [date], your child(ren)'s eligibility for meals will be changed from free to reduced price because your income is over the limit. Reduced price meals cost \$[] for lunch and \$[] for breakfast.

☐ Starting [date], your child(ren) is/are no longer eligible for free or reduced-price meals for the following reason(s):

____ Records show that no one in your household received SNAP, FDIPIR or TANF benefits.

____ Records show that the child(ren) is/are not homeless, runaway, or migrant.

____ Your income is over the limit for free or reduced-price meals.

____ You did not provide:

____ You did not respond to our request.

Meals cost \$[] for lunch and \$[] for breakfast. If your household size or income changes, you may apply again. If you were denied benefits because no one in the household received SNAP, TANF or FDIPIR benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with [name] at [phone]. You also have the right to a fair hearing. If you request a hearing by [date], your child(ren) will continue to receive free or reduced-price meals until the decision of the hearing official is made. You may request a hearing by contacting: [name], [address], [phone number], or [e-mail].

Sincerely,

[signature]

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced-price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced-price meals.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Example

Phase 3

Letter of Verification Results: Example

If a student is being changed to reduced or paid, the benefit adjustment should occur 10 days from the date the results letter was sent out.

- For example, if the letter is sent out on November 15th, the household should have until November 25th before the student is changed to reduced or paid.

WE HAVE CHECKED YOUR APPLICATION

School: _____ Date: _____

Dear _____:

We checked the information you sent us to support that [name(s) of child(ren)] is eligible for free or reduced-price meals and have decided that:

☐ Your child(ren)'s eligibility has not changed.

☐ Starting [date], your child(ren)'s eligibility for meals will be changed from reduced price to free because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.

☐ Starting [date], your child(ren)'s eligibility for meals will be changed from free to reduced price because your income is over the limit. Reduced price meals cost \$[] for lunch and \$[] for breakfast.

☐ Starting [date], your child(ren) is/are no longer eligible for free or reduced-price meals for the following reason(s):

____ Records show that no one in your household received SNAP, FDIPIR or TANF benefits.

____ Records show that the child(ren) is/are not homeless, runaway, or migrant.

____ Your income is over the limit for free or reduced-price meals.

____ You did not provide:

____ You did not respond to our request.

Meals cost \$[] for lunch and \$[] for breakfast. If your household size or income changes, you may apply again. If you were denied benefits because no one in the household received SNAP, TANF or FDIPIR benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with [name] at [phone]. You also have the right to a fair hearing. If you request a hearing by [date], your child(ren) will continue to receive free or reduced-price meals until the decision of the hearing official is made. You may request a hearing by contacting: [name], [address], [phone number], or [e-mail].

Sincerely,

[signature]

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced-price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced-price meals.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Phase 3

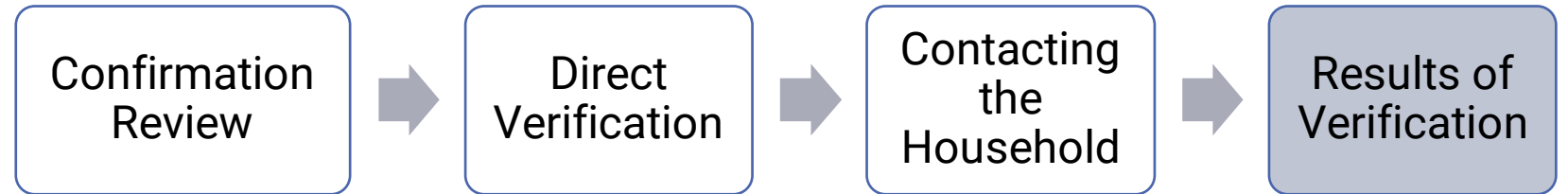
Update Your BID

If benefits have changed as a result of verification, the BID must be updated to reflect the new eligibility determinations.

- Three calendar days after the letter is sent for students whose benefits increased as a result of verification.
- 10 calendar days after the letter is sent to reflect the new benefits for students whose benefits decreased as a result of verification.

Phase 3

Step 4: Results of Verification



At this point, the *Verification Tracking Form* will be filled out completely from Step 1 to Step 4.

Let's review all steps in Phase 3 to ensure all required actions have been taken.

Phase 3
Review

Phase 3

Phase 3 Review

- ✓ The *Verification Tracking Form* has been attached to each application and filled out completely.
- ✓ Direct Verification has been conducted on the selected student(s) and the results have been printed.
- ✓ *Notification of Verification Letters* requesting documentation of eligibility have been sent to the households for student(s) not verified in Direct Verification. This also includes a follow-up attempt if the household does not respond to the first attempt.
- ✓ All documents have been reviewed for households that have submitted evidence supporting the information on the application.
- ✓ The *Letter of Verification Results* have been sent to all households selected for verification.

By what date do all verification activities need to be completed?

- A. October 1
- B. October 31
- C. November 1
- D. November 15



By what date do all verification activities need to be completed?

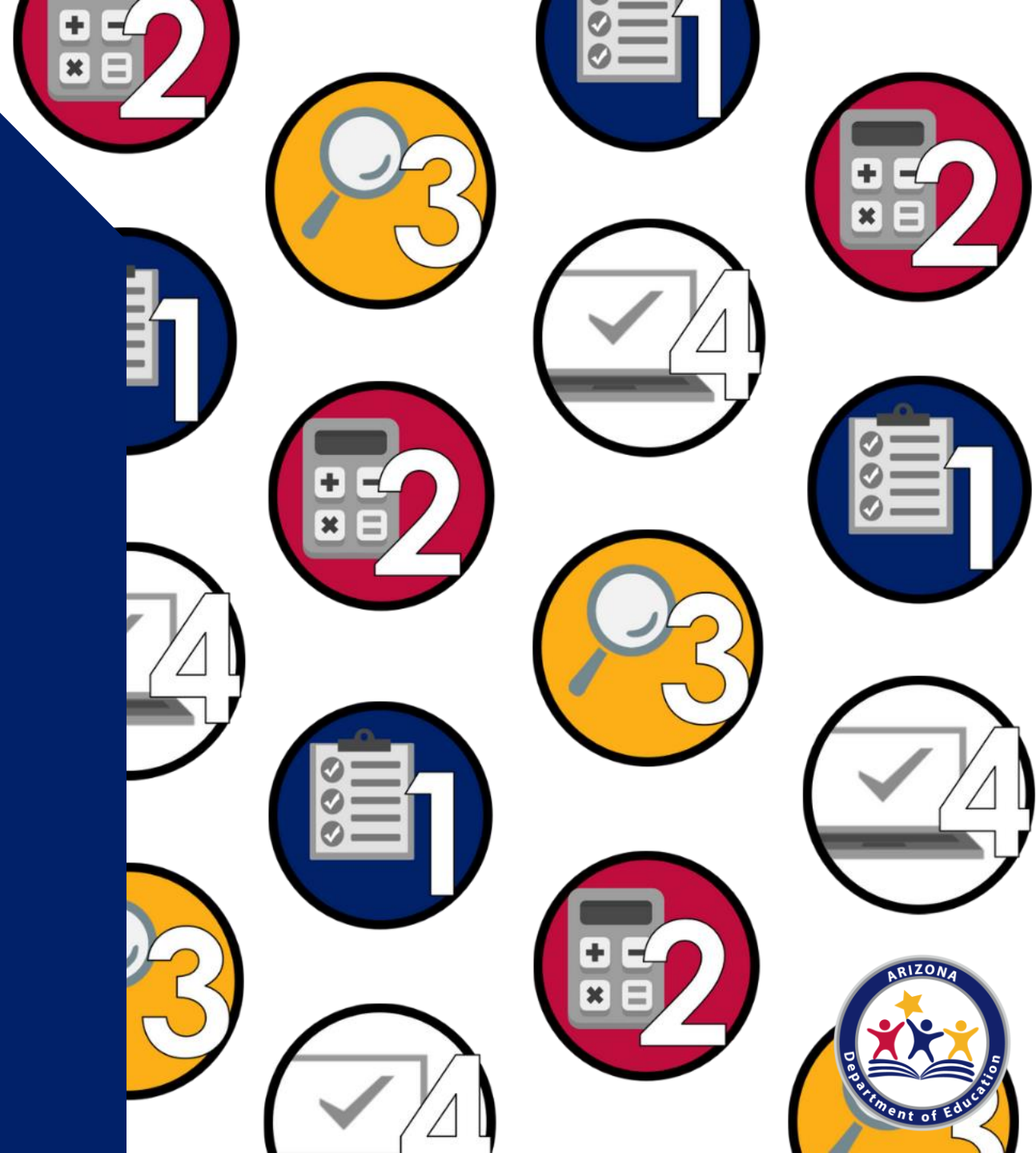
- A. October 1
- B. October 31
- C. November 1
- D. November 15**

Verification is complete when the household provides adequate documentation supporting the information on their application, or when the *Letter of Verification Results* is sent to families who did not respond. These notices must be sent out no later than November 15th.



Phase 4: Submit the Verification Summary Report (VSR)

November 15 – February 1



Phase 4

Phase 4: Submit the VSR

During Phase 4, SFAs will:

- Need permissions to ADEConnect
- Categorize and count all needed documents for submitting the report
- Fill out and submit the Verification Summary Report (VSR) in the CNP Verification Reporting application in ADEConnect



Phase 4

ADEConnect

For this phase of verification, all SFAs will need permissions to the CNP Verification Reporting application in ADEConnect to submit VSR.

If it is unclear whether the SFA has permissions to ADEConnect or CNP Verification Reporting, please attempt to access through the ADE website.

- If the SFA does not have permissions, he/she will need to contact their Entity Administrator for permissions.

Applications

[Hide All]

Arizona Department of Education (79275)	[-]
CNP Direct Certification / Direct Verification	☆ ↗
CNP Verification Reporting	☆ ↗
CNPWeb	☆ ↗

Phase 4

Submitting the VSR

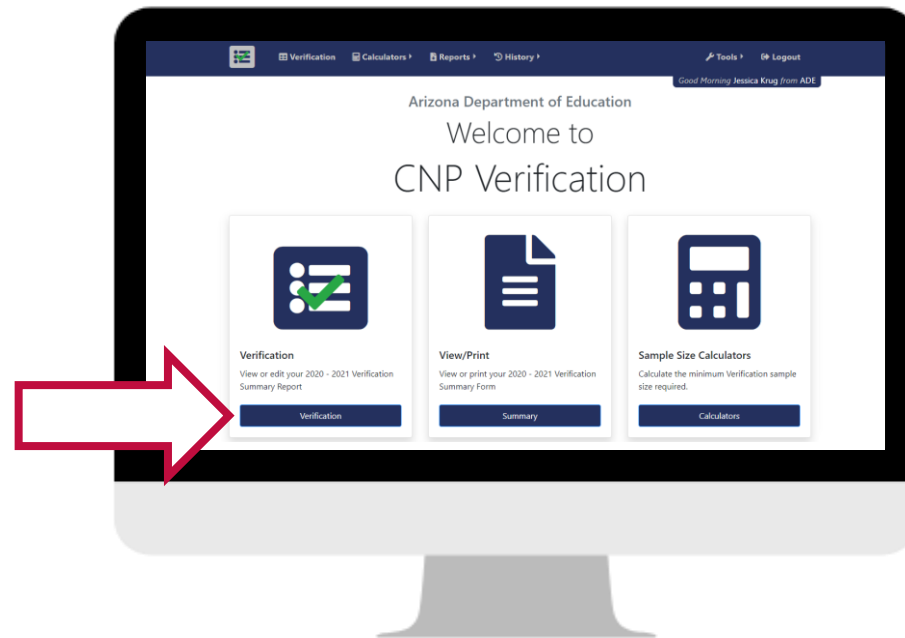
Beginning on November 16th, SFAs can begin submitting the VSR in CNP Verification Reporting.

Before you begin your report, you will need to gather all of the information you used to conduct verification, including the October 1 application counts and the results of each application selected for verification.

Phase 4

Submitting the VSR

To begin the VSR, log into CNP Verification Reporting through ADEConnect and click on the “Verification” button as shown below.



Phase 4

Submitting the VSR

At the top of the report there is a status bar indicating the status of the report. The status options are:

- Not Started: The SFA has not begun the report
- Pending: The SFA has begun the report but has not submitted
- Submitted: The SFA has submitted the report and is awaiting ADE approval
- Approved: ADE has approved the SFA's report

CNP Verification

Not Started

Sponsor Name: Juniper Tree Academy
(14-87-59-000)

Phase 4

Submitting the VSR

Let's become familiar with the areas of the report.

The top of each page shows which step you are on, if the step is required, and instructions to complete this step.



Step 1 of 23:
Step Is Required

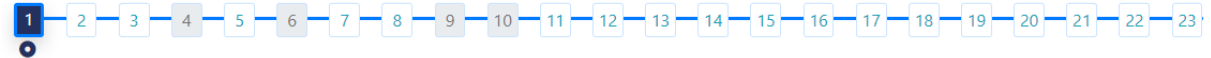
Description:

Instructions:

Total schools and Residential Child Care Institutions (RCCI)

Total schools and RCCIs

View, confirm and enter the number of NSLP schools and RCCIs. Click 'Save & Continue' after you've entered the information.



[View Summary Report](#)

[Back](#)

[Save & Continue](#)

[Save](#)

[Submit to ADE](#)

Number	Question	Value	CNPWeb
1-1A	Per CNPWeb, this is the total number of schools (non-RCCIs) that operate NSLP under your SFA. Please enter the number of non-RCCI schools that operate NSLP under your SFA.	<input type="text"/>	1
1-2A	Per CNPWeb, this is the number of RCCIs that operate NSLP under your SFA. Please enter the number of RCCIs that operate NSLP under your SFA.	<input type="text"/>	0

Phase 4

Submitting the VSR


Let's become familiar with the areas of the report.

Step 1 of 23:
Step Is Required

Total schools and Residential Child Care Institutions (RCCI)

Description: **Total schools and RCCIs**

Instructions: **View, confirm and enter the number of NSLP schools and RCCIs. Click 'Save & Continue' after you've entered the information.**

 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

Number	Question	Value	CNPWeb
1-1A	Per CNPWeb, this is the total number of schools (non-RCCIs) that operate NSLP under your SFA. Please enter the number of non-RCCI schools that operate NSLP under your SFA.	<input type="text"/>	1
1-2A	Per CNPWeb, this is the number of RCCIs that operate NSLP under your SFA. Please enter the number of RCCIs that operate NSLP under your SFA.	<input type="text"/>	0

This navigation bar allows the user to click on a step to move to another page.

Phase 4

Submitting the VSR

Let's become familiar with the areas of the report.

Hover over a step
to see which
questions are on
that step.

Step 1 of 23:
Step Is Required

Total schools and Residential Child Care Institutions (RCCI)

Description:
Total schools and RCCIs

Instructions:
View, confirm and enter the number of NSLP schools and RCCIs. Click 'Save & Continue' after you've entered the information.

Progress bar: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
Questions 2-1A, 2-2A, 2-3A, 2-5A

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

Number	Question	Value	CNPWeb
1-1A	Per CNPWeb, this is the total number of schools (non-RCCIs) that operate NSLP under your SFA. Please enter the number of non-RCCI schools that operate NSLP under your SFA.	<input type="text"/>	1
1-2A	Per CNPWeb, this is the number of RCCIs that operate NSLP under your SFA. Please enter the number of RCCIs that operate NSLP under your SFA.	<input type="text"/>	0

Phase 4

Submitting the VSR

Let's become familiar with the areas of the report.

Steps in gray are not required for this SFA.

Step 1 of 23:
Step Is Required

Total schools and Residential Child Care Institutions (RCCI)

Description: Total schools and RCCIs

Instructions: View, confirm and enter the number of NSLP schools and RCCIs. Click 'Save & Continue' after you've entered the information.

Progress bar: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

Number	Question	Value	CNPWeb
1-1A	Per CNPWeb, this is the total number of schools (non-RCCIs) that operate NSLP under your SFA. Please enter the number of non-RCCI schools that operate NSLP under your SFA.	<input type="text"/>	1
1-2A	Per CNPWeb, this is the number of RCCIs that operate NSLP under your SFA. Please enter the number of RCCIs that operate NSLP under your SFA.	<input type="text"/>	0

Phase 4

Submitting the VSR

Let's become familiar with the areas of the report.

Progress bar: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

Number	Question	Value	CNPWeb
1-1A	Per CNPWeb, this is the total number of schools (non-RCCIs) that operate NSLP under your SFA. Please enter the number of non-RCCI schools that operate NSLP under your SFA.	<input type="text"/>	1
1-2A	Per CNPWeb, this is the number of RCCIs that operate NSLP under your SFA. Please enter the number of RCCIs that operate NSLP under your SFA.	<input type="text"/>	0

Some questions provide you with data from CNPWeb. You will confirm that the data is correct and enter the number into the white box. If the data you are entering is different than what is shown in CNPWeb, discrepancies should be evaluated by the SFA to identify mistakes in either the VSR or in CNPWeb.

Phase 4

Submitting the VSR

Let's become familiar with the areas of the report.



[View Summary Report](#)

[Back](#)

[Save & Continue](#)

[Save](#)

[Submit to ADE](#)



Number	Question	Value	CNPWeb
1-1A	Per CNPWeb, this is the total number of schools (non-RCCIs) that operate NSLP under your SFA. Please enter the number of non-RCCI schools that operate NSLP under your SFA.	<input type="text"/>	<input type="button" value="1"/>
1-2A	Per CNPWeb, this is the number of RCCIs that operate NSLP under your SFA. Please enter the number of RCCIs that operate NSLP under your SFA.	<input type="text"/>	<input type="button" value="0"/>

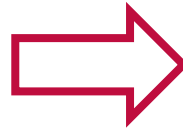
Use the “Back” button to move back a step. Click “Save & Continue” to save the data and move to the next step. Click “Save” to save the data and stay on this step. Click “Submit to ADE” when all fields have been entered in the report and there are no validation errors.

Phase 4

Submitting the VSR

Let's become familiar with the areas of the report.

CNP Verification 2020-2021



⚠ Validation Failed! This Verification does not meet USDA requirements.

[Validation Messages](#) ▶

The system has edit checks in place that validate the data entered into the report. If the system identifies any errors, you will be notified with a red error message at the top of the report.

Phase 4

Submitting the VSR

Let's become familiar with the areas of the report.

CNP Verification 2020-2021

⚠ Validation Failed! This Verification does not meet USDA requirements.



[Validation Messages](#) ▶

Click "Validation Messages" to expand the list of errors.

Phase 4

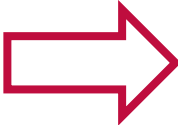
Submitting the VSR

Let's become familiar with the areas of the report.

CNP Verification 2020-2021

⚠ Validation Failed! This Verification does not meet USDA requirements.

Validation Messages ▼



1-1B	Per CNPWeb, this is the reported enrollment from your October claim(s). Please enter the number of students enrolled in your NSLP schools as of October 31st.	1 message(s)
[FNS Error 81] - Total free and reduced price students cannot be greater than the total number of students in the SFA. Please correct the numbers reported in fields 1-1:B, 1-2:B, T-1, and/or T-2.		Critical

You will be provided with the reasons for the errors and how to correct them. All validation messages must be resolved prior to submitting the report.

Phase 4

What happens after I submit my report?

After an SFA submits the report, the assigned School Nutrition Programs Specialist will review the report to ensure the data was submitted accurately.

- If revisions need to be made, the specialist will reject the report and contact the SFA. The SFA will then make the necessary revisions and resubmit the report.
- When no revisions need to be made, the specialist will approve the report.

Phase 4

Final Thoughts on Verification

The VSR can be submitted anytime between November 16th and February 1st. The report must be submitted and approved by the specialist no later than February 1st.

SFAs who do not have a submitted and approved report by February 1st will have their reimbursements placed on hold until the report is submitted and approved.

ADE will be providing virtual options for technical assistance with submitting the VSR. Be on the lookout for announcements from ADE on what will be available in November 2020.

By what date must the VSR be submitted?

- A. November 16
- B. December 1
- C. February 1



By what date must the VSR be submitted?

- A. November 16
- B. December 1
- C. February 1**

All LEAs must submit the VSR by February 1st. Those who do not submit the report by the deadline will have their reimbursements placed on hold.



Technical Assistance

If you have any questions about verification, refer to Section 6 of the [USDA Eligibility Manual for School Meals](#), or email ContactHNS@azed.gov to reach a Health and Nutrition Services Specialist.



Congratulations

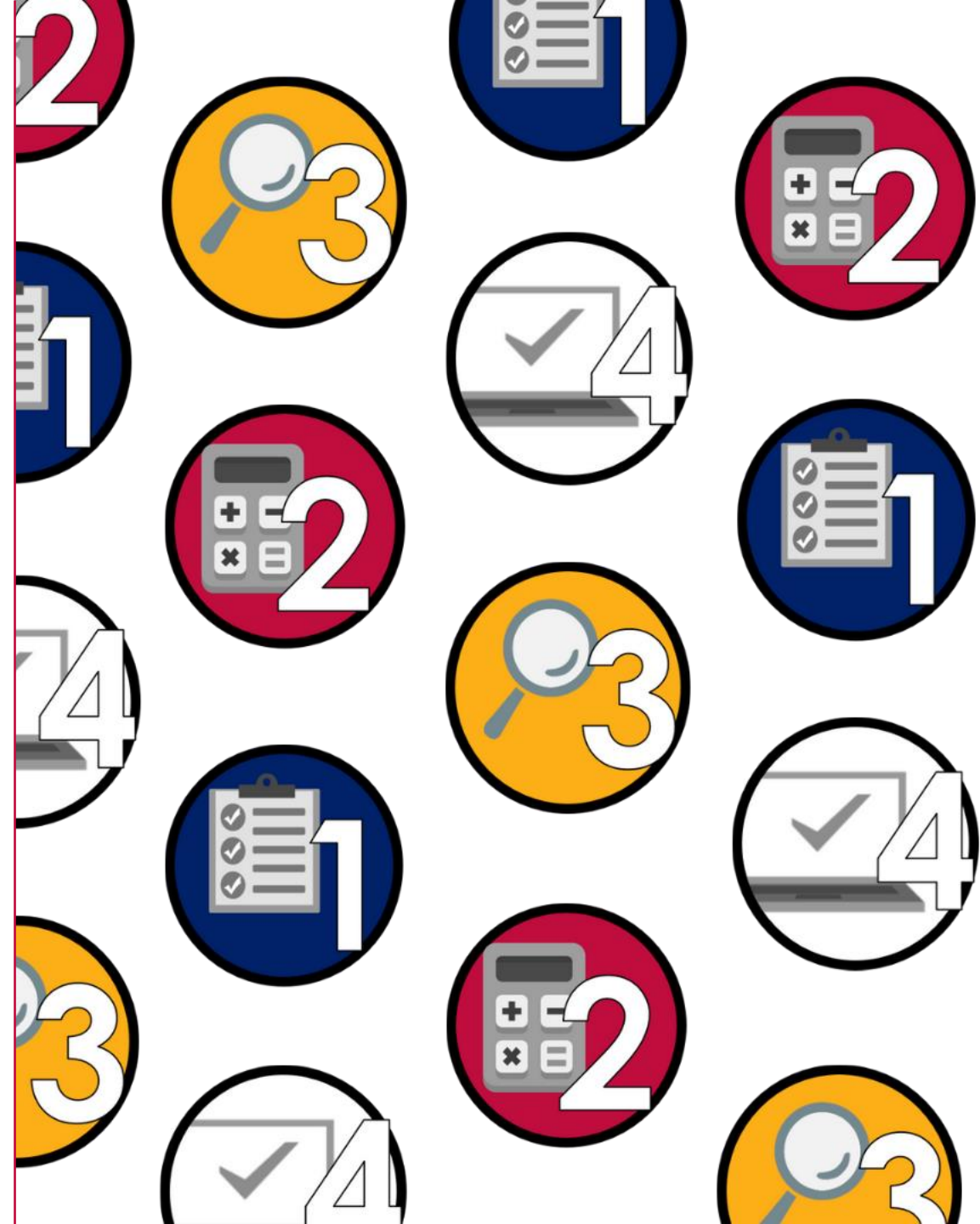
You have completed the Online Course: **Verification Review**

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** *Online Course: Verification Review*
- **Learning Code:** 3110
- **Key Area:** 3000 – Administration
- **Length:** 2 hours

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



Training Certificate

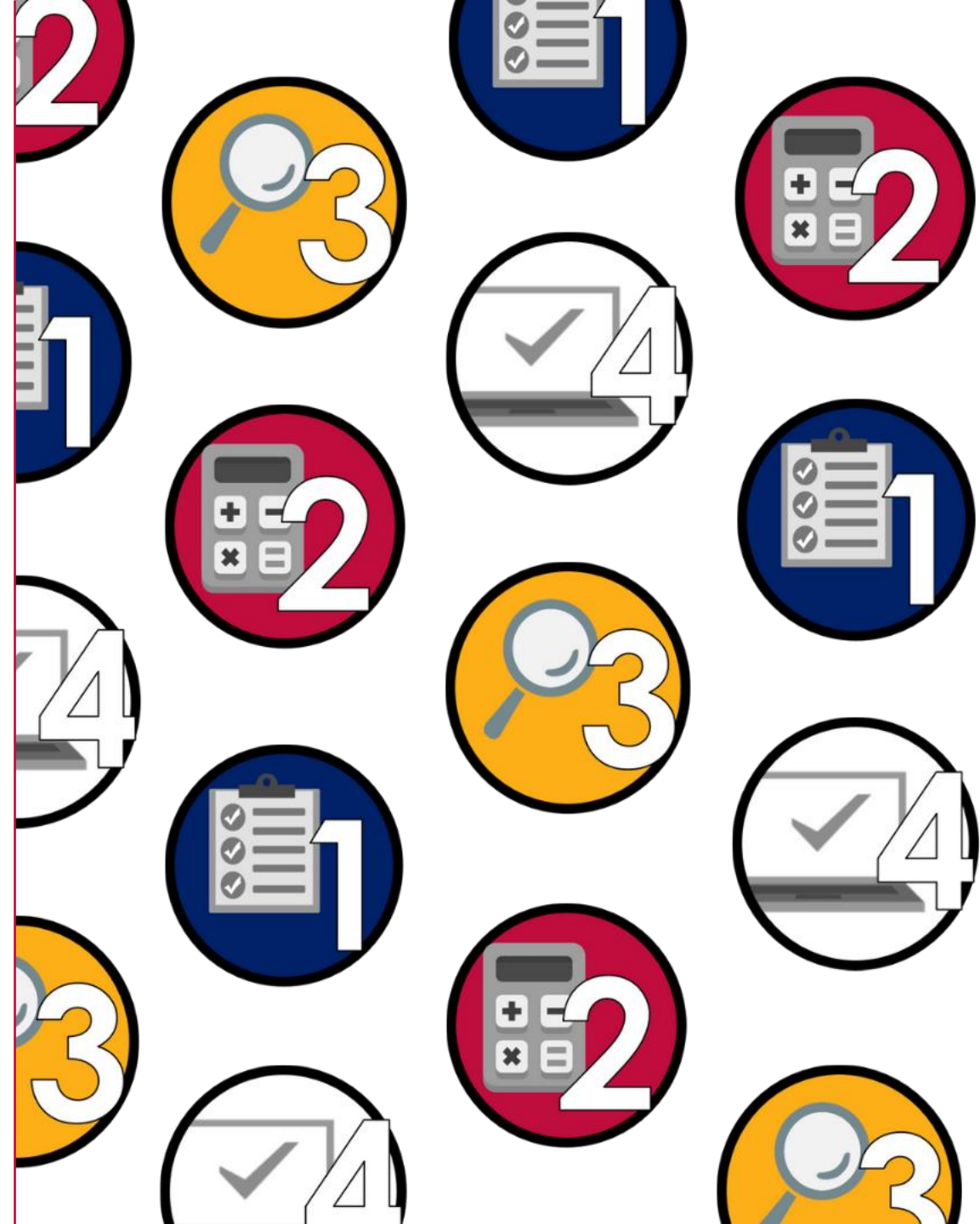
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

**This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey:

- Training Title: **Online Course: Verification Review**
- Professional Standards Learning Code: **3110**





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